



THE GRAND LODGE OF NEW BRUNSWICK

OFFICER'S MANUAL

For use of

Craft Lodges

Updated May 2024

APPROVED BY BOARD OF GENERAL PURPOSES – JUNE 2024

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FORWARD

Upon assuming the obligation and charges administered to him at his installation, each officer of a Masonic Lodge assumes certain duties and responsibilities which will result in a successful administration in direct proportion to the extent that he meets the challenge and opportunity offered him in the manner in which he adopts these responsibilities.

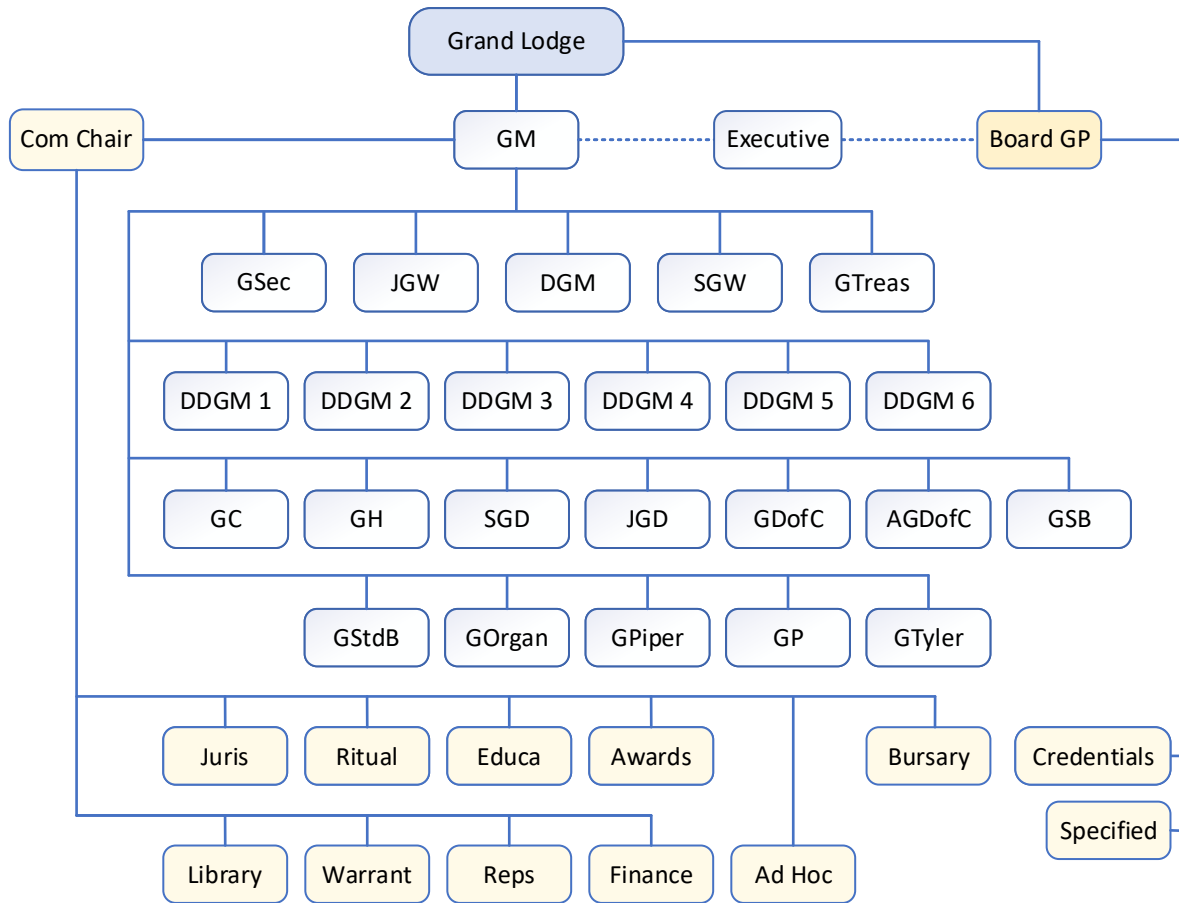
Leadership is not necessarily in-bred in every Masonic officer; it is not expected to be. This is a natural virtue with which only a few are blessed. Yet it is possible that each officer can leave his mark for good upon the Craft through conscientious effort and study in becoming a proficient administrator and presiding officer.

With the assumption that all officers are willing to expend the necessary effort and study, this Manual has been revised with the sincere hope that it will contribute to their becoming "duly and truly prepared" to accept their related responsibilities.

Even though this Manual is not intended to represent a digest of the Grand Lodge of New Brunswick Constitution or the Ritual, reference will be made to them from time to time where necessary to clarify a point; however any reference is made only in the interest of clarity. Should there be any difference of interpretation between this Manual and the Constitution or Ritual, the Constitution and Ritual shall supersede in all cases.

1 Organization of Grand Lodge

1.1 Organizational Chart for Grand Lodge



1.2 Organization Chart

The number of members listed is according to the Grand Lodge proceedings December 31st (2022)

GRAND LODGE of NEW BRUNSWICK

District No. 1

| No. | NAME | INSTITUTED | MEMBERS | LOCATION |
|-----|-------------------|------------|---------|------------|
| 1 | Albion | 1825 | 31 | Saint John |
| 2 | Saint John's | 1802 | 54 | Saint John |
| 3 | Hibernia | 1837 | 55 | Saint John |
| 8 | Carleton Union | 1845 | 100 | Saint John |
| 13 | The Corinthian | 1854 | 84 | Hampton |
| 21 | Zion | 1863 | 64 | Sussex |
| 22 | The New Brunswick | 1866 | 107 | Saint John |
| 30 | St. Martin's | 1872 | 33 | Saint John |

District No. 2

| No. | NAME | INSTITUTED | MEMBERS | LOCATION |
|-----|-------------|------------|---------|--------------|
| 23 | Keith | 1853 | 128 | Moncton |
| 24 | Zetland | 1861 | 33 | Shediac Cape |
| 44 | Westmorland | 1922 | 54 | Port Elgin |
| 15 | Howard | 1855 | 58 | Hillsborough |
| 49 | Acacia | 1947 | 97 | Moncton |
| 52 | Coverdale | 1959 | 91 | Riverview |

District No. 3

| No. | NAME | INSTITUTED | MEMBERS | LOCATION |
|-----|----------------|------------|---------|-------------|
| 17 | Northumberland | 1857 | 117 | Miramichi |
| 27 | Lodge St. John | 1961 | 72 | Bathurst |
| 32 | Campbellton | 1876 | 66 | Campbellton |

District No. 4

| No. | NAME | INSTITUTED | MEMBERS | LOCATION |
|-----|------------|------------|---------|---------------|
| 11 | Woodstock | 1847 | 94 | Woodstock |
| 31 | Benjamin | 1876 | 50 | Andover |
| 35 | Carleton | 1896 | 49 | Florenceville |
| 39 | Colebrooke | 1906 | 25 | Grand Falls |
| 48 | Tobique | 1945 | 34 | Plaster Rock |

District No. 5

| No. | NAME | INSTITUTED | MEMBERS | LOCATION |
|-----|------------|------------|---------|-------------|
| 7 | Sussex | 1846 | 61 | St. Stephen |
| 12 | St. George | 1855 | 100 | St. George |
| 26 | Victoria | 1870 | 66 | St. Stephen |
| 38 | Mananook | 1905 | 15 | Grand Manan |
| 55 | Abnaki | 1984 | 33 | Deer Island |

District No. 6

| No. | NAME | INSTITUTED | MEMBERS | LOCATION |
|-----|--------------------|------------|---------|-----------------|
| 6 | Hiram | 1878 | 84 | Fredericton |
| 33 | Alexandria | 1877 | 102 | Fredericton |
| 47 | Grand Lake | 1935 | 31 | Minto |
| 50 | Cherry Mountain | 1948 | 87 | Harvey |
| 51 | Landmark | 1957 | 59 | Boiestown |
| 54 | Granite | 1980 | 47 | Temperance Vale |
| 57 | Templum Phoenix | 2018 | 15 | Fredericton |

2 Grand Lodge

Official Title: The Grand Lodge of the Antient and Honourable Fraternity of Free and Accepted Masons of New Brunswick

2.1 Jurisdiction

Provincial Boundaries of New Brunswick

2.2 Authority

Supreme authority within jurisdiction derived from Ancient constitution, laws and old usage, to

- a) Enact, alter, appeal, or abrogate laws and regulations for the government of the Craft.
- b) Preserve the Antient landmarks.
- c) Investigate, regulate, and decide all matters relating to The Craft, subordinate Lodges, and members.

2.2.1 By itself, or delegated authority Retains exclusive power to

- a) Erase Lodges
- b) Expel members.
- c) Establish uniform system of work and lecture
- d) Issue new warrants, suspend or revoke old warrants.

2.3 Grand Lodge Eligibility

A Grand Lodge officer must first be regularly installed Master of a Lodge, except:

- a) Grand Chaplain
- b) Grand Tyler
- c) Grand Standard Bearer
- d) Grand Organist
- e) Grand Piper

However, no Brother shall rank as a past grand officer, (except Past Grand Chaplain), unless at the time of holding office in Grand Lodge he was a Master or Past Master of a Lodge. It is understood that a Brother affiliating from without the jurisdiction brings with him all rank and privileges which he has earned, and is entitled to the rights and benefits accruing from such rank, including the right to hold Grand Lodge office.

Any Brother of eminent ability who has rendered service to the craft may, by vote of Grand Lodge, be constituted a member with such rank (i.e. – Past Senior Grand Warden, etc.) and distinction as seems proper.

If these offices are filled by Masons who have not yet been Worshipful Master, the “Worshipful” is omitted from the title. (i.e. – Bro. Grand Standard Bearer, Bro. Grand Tyler, etc.)

2.3.1 Elected by written nomination and ballot

- a) Most Worshipful Grand Master
- b) Right Worshipful Deputy Grand Master
- c) Right Worshipful Senior Grand Warden
- d) Right Worshipful Junior Grand Warden
- e) Right Worshipful Grand Treasurer

2.3.2 Elected by open vote

- a) Grand Tyler

2.3.3 Appointed by Grand Master

- a) Right Worshipful Grand Secretary
- b) Right Worshipful District Deputy Grand Masters
- c) Very Worshipful Grand Chaplain
- d) Very Worshipful Grand Historian

- e) Worshipful Grand Deacons
- f) Very Worshipful Grand Director of Ceremonies
- g) Worshipful Assistant Grand Director of Ceremonies
- h) Worshipful Grand Sword Bearer
- i) Worshipful Grand Standard Bearer
- j) Worshipful Grand Organist
- k) Worshipful Grand Piper
- l) Worshipful Grand Pursuivant (Inner Guard)
- m) Worshipful Grand Stewards (those Masters of Lodges signing the register at the Grand Lodge communication)

2.3.4 Term of Office

One year, or until a successor is elected or appointed and installed. The Worshipful Master cannot take a demit from the Lodge during his term of office; no vacancy in the Chair can occur except by death or expulsion.

NOTE: Should the Grand Master be unable to discharge his office due to illness, death or other reason, the Deputy Grand Master shall preside until the next election.

Should the Deputy Grand Master die before the next election, the Senior Grand Warden shall immediately summon Grand Lodge to elect a Grand Master.

Should any vacancy occur, the Grand Master may fill the office *pro tem*.

2.3.5 Order of presiding Over Grand Lodge

- a) Grand Master
- b) Elective Grand Officer next in rank
- c) Past Grand Master according to seniority

2.4 Meetings

2.4.1 Annual

The Friday preceding the second Saturday in May each year in the City of Saint John. The venue of the annual meeting may be changed by majority vote of Grand Lodge, provided notice is given on the first day of the previous annual meeting.

2.4.2 Emergent

Emergent meetings may be called at any time for the good of the Craft by: The Grand Master

Or in his absence, the Deputy Grand Master

Or in the absence of both the Grand Master and the Deputy Grand Master, the Grand Wardens according to rank.

The reasons for the emergent communication will be contained in the summons and no other business will be entertained.

2.5 Powers and duties of the Grand Master

The Grand Master has full authority to

- a) Convene any Lodge in his jurisdiction and preside therein
- b) Order any Grand Lodge officer to attend him; Deputy Grand Master on his right, Worshipful Master on his left; Grand Lodge officers in their respective stations
- c) Inspect all proceedings
- d) Suspend: Any Lodge or Brother until the next regular meeting of Grand Lodge at which time he must submit his reasons in writing.
- e) Grant dispensations
- f) Send his officers to visit any Lodge

- g) Summon any Lodge or Brother to attend him.
- h) Such Lodge or the Worshipful Master of that Lodge must produce the warrant and all records if so ordered.
- i) Do any act or deed required or permitted by the Antient regulations and usages
- j) Make Masons at sight
- k) It is within his power to confer all 3 degrees on a candidate in one day and without requiring the customary examinations.
- l) The Grand Master shall not be applied to for any official business concerning Masonry or Masons

Such application must be addressed to the Grand Secretary

2.5.1 Deputy Grand Master

- a) All the powers and privileges of the Grand Master when acting in the absence of the Grand Master, or officially on his behalf and at his request.
- b) Full authority to preside over any Lodge within the jurisdiction

At this time, the Worshipful Master sits at the Deputy Grand Master's right hand.

2.5.2 Grand Wardens

When present in Grand Lodge, none can take their place.

When absent, the senior Past Grand Warden in attendance shall act *pro tem*

Act as Wardens in private Lodges while attending on the Grand Master

2.5.3 District Deputy Grand Master

The District Deputy Grand Master is appointed by the Grand Master as his representative in each District. The recommendation may be made by the outgoing D.D.G.M and from each lodge in the District those Masons they would consider for the office. Rotation of this office through the lodges in the district is a consideration. The Grand Master may or may not accept the recommendation, as is his prerogative. Many D.D.G.M's appoint as their Acting Grand Director of Ceremonies, the Mason whom they will recommend, thereby ensuring that he will receive first hand instruction as to his future duties.

- a) Must be a Past Master
- b) Must be a resident of the District to which he is appointed

2.5.3.1 Duties

- a) Make official visits to Lodges within his District
- b) He may preside over the Lodge at this time, with the Worshipful Master at his right hand.
- c) Examine carefully all Lodges in his charge
- d) Examine all records, note and cause the correction of all irregularities
- e) Instruct the Lodge in every particular where required
- f) He should advise all Lodges of the material at hand and make it available on request of the Worshipful Master.
- g) Organize and conduct workshops and district meetings.
- h) Caution in the admission of candidates
- i) Advise punctual attendance at all meetings and regular attendance at Grand Lodge

communications

- j) Submit an annual report to Grand Lodge by the end of March for inclusion in the book of reports for the Grand Lodge annual communication.

3 Subordinate Lodges

Official Title: That number and name which is recorded by the Grand Lodge of New Brunswick

3.1 Authority

- a) To frame own bylaws, provided they are consistent with the constitution, rules and Regulations, and
- b) Are submitted to the Grand Secretary for the approbation of the Grand Master.
- c) Suspend or exclude members for:
- d) Non-payment of dues
- e) Unmasonic conduct
- f) Initiate candidates and confer degrees.

3.2 Elections

3.2.1 Worshipful Master – by written ballot without nominations

Any Master Mason in good standing may be elected to an office, except that of Worshipful Master. Only Masters, Past Masters, and those who have served one full year as a Warden are eligible for the office of Worshipful Master. Private Lodges may elect the Wardens in this manner as will be covered by their bylaws.

3.2.2 Treasurer – by ballot with nominations

3.2.3 Tyler – by open vote with nominations

Tyler - The Tyler is not voted on by ballot but rather in the usual Masonic manner, right hand upraised. Therefore, to have the Secretary cast one ballot for the Tyler, even if there is only one nomination, is inconsistent with the Constitution.

3.2.4 Appointed by the Worshipful Master

- a) Wardens (in some Lodges Wardens are also elected)
- b) Secretary
- c) Chaplain
- d) Deacons
- e) Stewards
- f) Director of Ceremonies
- g) Musician
- h) Inner Guard
- i) Lodge Mentor (Technically not a Lodge officer; Mandated by Grand Lodge)

3.2.5 Term of Office

One year or until a successor is elected or appointed and installed in office.

Note: Cannot resign or be removed from office unless for cause, as determined by a majority of the Lodge upon complaint, by the Worshipful Master.

3.2.6 Order of precedence in ruling Lodge

- a) Worshipful Master
- b) Worshipful Master may invite any Past Master to preside
- c) Immediate Past Master
- d) Senior Past Master present
- e) Wardens in order of rank
- f) The Wardens may rule the Lodge but do not wear the Top Hat and cannot confer degrees

3.3 Meetings

3.3.1 Regular

- a) As determined by its bylaws
- b) Dispensation from the Grand Master is

required for change of day, time, or venue.

3.3.2 Emergent

- a) Dispensation is not required providing adequate notice is given to all members and no other business is transacted except that contained in the notice.
- b) May be called by the Worshipful Master
- c) In the absence of the Master, an emergent meeting may be called by the Senior Warden or in the absence of both, by the Junior Warden.
- d) Emergent communications shall be ruled by the regular order of precedence irrespective of by whom it is summoned.

3.4 OFFICERS OF THE SUBORDINATE LODGE

3.4.1 Worshipful Master

The term “worshipful” is a title of honour. Originally, it applied to Magistrates and Mayors of small English towns and was used in Canada until the late 60’s or early 70’s. Masonry adopted the title.

The Worshipful Master, Chief Executive Officer of the Lodge, not only presides, but also rules and governs. His authority is total within his Lodge and the only appeal of his decisions is to the Grand Master and Grand Lodge. He sets the Craft under his direction to work and gives all necessary instruction. Symbolic of his rank and authority is the hat and gavel.

The Hat, when worn by the Worshipful Master when all others are hatless, is an emblem of superiority of rank and position. Thus does the Master remove his hat when the Grand Master makes an official visit to his Lodge.

The gavel is the symbol of authority. It borrows its name from its shape; like that of a “gable” or “gavel” end of a house. In some jurisdictions a gavel may also be referred to as a “Hiram”, because, like that renowned architect, it governs the Craft and rules the Lodge as Hiram did in the Temple.

Every officer has an important role in the administration and function of the Lodge. None more so than the Worshipful Master. It may be said that the years spent going “through the chairs” are merely training for that one year spent in the East. While the ideal Master does not exist, for Masters are only human and subject to human frailties, the existence of an ideal provides a goal towards which the hopeful may strive.

Reaching for idealism is hard work, but then no Master worth his salt was ever afraid of hard work. He doesn't count his personal pleasure, hours of rest, or recreation. Duty to his Lodge comes before all, save God and family. The Antient Landmarks are preserved, the laws, rules and regulations of Grand Lodge are lived up to, and the Bylaws meticulously observed. He sees the Lodge records are kept in a manner worthy of commendation.

The Worshipful Master must be a guide, philosopher, and friend to the brethren. A mediator of rifts, counsel to the worried, and an example to follow. He must constantly keep before him the need for a tolerant understanding of his own limitations and the weaknesses of others.

If he has a temper, it must be discarded for that year in the East. He should not take sides, but instead act as a balance wheel. He rules his Lodge firmly and fairly, tempered with justice and compassion.

The Master should be enthusiastic about his work. Quick

to seek advice and counsel, his reaction is slow until the matter is given thorough consideration. He must be concerned more with policy than with detail, delegating whenever possible. At the same time, he keeps in mind his responsibilities and what is happening. Too often a Master gets bogged down in details and strays from the path of success.

There is no room in a Master for the arrogant pride of power and place, though he has both. Not for him the thick rope to tug, but rather the silken thread by which to lead. Humbleness is not just a term, but a way of life.

No Brother should ever leave one of his meetings without something said or done to leave a lighter thought of Masonry imprinted on his mind. Masonry is a part of the Worshipful Master as he is a part of Masonry. By his leadership his officers are given a standard by which to measure their own progress to the East.

Given all this, when the Worshipful Master hands on the gavel at the successful completion of his year, he can put his mind to rest. He has done his job well.

The appropriate **Jewel of the Master's Office is the Square.**

3.4.1.1 Duties

- a) Set the Craft their work and give the necessary instruction.
- b) Appoint committees
- c) Open and close Lodge in due time
- d) Call Lodge of emergency when necessary
- e) Rules and governs his Lodge
- f) Presides over the meeting – (see Rules of Order)
- g) Presides over Masonic trials

- h) Enforces observance of all laws relating to the Landmarks, Constitution and bylaws and the Antient Charges of a Freemason
- i) Sees that the Antient Charges are read once a year in open Lodge.
- j) Establishes an agenda, with the assistance of the Secretary and Wardens
- k) Designs and implements programs
- l) If the Wardens are encouraged to participate in drawing up the agendas and programs, both they and the Lodge will benefit.
- m) Confers Degrees
- n) Ensures that all ritual is correct in form and content, and is done from memory with no open ritual books in Lodge excepting that of the official prompter.
- o) Ensures Candidates receive proper instruction including Mentor Lectures.
- p) May allow a visiting Master or any Past Master to preside.
- q) Ensures proper records are kept.
- r) Represents the Lodge at Grand Lodge
- s) Should carry and express the wishes of the membership on all resolutions coming before Grand Lodge.
- t) Observe the Sabbath; no degree work, Lodge meetings, or installations of Officers on Sunday.
- u) The interval between degrees must be at least 28 days; otherwise, a dispensation from the Grand Master is required.
- v) In a single day, a Lodge may confer degrees on a maximum of 5 candidates
- w) Candidates must take the Entered Apprentice

degree in the Lodge to which they petitioned and were elected.

- x) The obligation in the Entered Apprentice and Master Mason Degrees must be given one at a time; no multiples.

3.4.1.2 Rights

- a) The Worshipful Master has the sole right to appoint committees. Any motion from the floor to appoint a committee is out of order; this, however, does not preclude any Brother offering it as a suggestion.
- b) The Worshipful Master has the right to refuse entry to anyone to his Lodge, except the GM or DDGM.
- c) The Worshipful Master may be subjected to a trial but cannot be tried by members of his Lodge for the simple reason he cannot preside over his own hearing; therefore, any complaint in this regard must be elevated to the Grand Master's level.
- d) The Worshipful Master has the right to refuse to approve the minutes if he believes they contain improper material.
- e) The Worshipful Master has full control over the debate. He may terminate the debate by any one member or the entire Lodge at his discretion. He may delay the debate or postpone it until a future meeting should he feel it is appropriate. (Too heated, someone missing, not enough information, etc.)

- f) The Worshipful Master can make a motion, second it and put it to the question all on his own. He can disallow a motion, refer it, or defer it without putting the matter to a vote. He is not likely to do so in the ordinary course of business, but has full authority in this regard should circumstances warrant such action.
- g) The Worshipful Master can put a motion to the question before it is seconded.
- h) The Worshipful Master may vote twice on one motion if necessary. The first time on the regular vote and the second time to break a tie.
- i) The Worshipful Master may rule any motion out of order but should be cautious in doing so. He should rule out of order any motion or amendment he thinks may be confusing or frivolous. (Any motion that would reduce his power, any motion which violates the Constitution or Bylaws, etc.)
- j) Even though the Worshipful Master possess all of this authority, he must rule wisely for the good of his Lodge and Freemasonry. The Grand Master will support a WM who is in the right but will come down hard on one who abuses or misuses his power.

3.4.1.3 The Master May Not

- a) Draw money from the Treasury of the Lodge except by vote of the Lodge.

- b) Make or admit, pass or raise a member in less than 28 days, except by dispensation of the Grand Master.
- c) Remove any officer without consent of the Lodge
- d) Confer degrees on Sunday
- e) Initiate more than five at the same communication, unless by dispensation of the Grand Master.
- f) Initiate any person not having attained the age of 19.
- g) Call special communications without giving “due and timely notice,” if within the Master’s power to give it. The Master may not, at a special communication, permit any business to be transacted other than that for which the communication was called.
- h) Change the date or place of stated meetings which have been fixed by the by-laws of the Lodge without dispensation from the Grand Master.
- i) Permit the Lodge to suspend its by-laws.
- j) Resign his office, or demit from the Lodge, during his term of office. No vacancy can occur in the office of Master except by death or expulsion.

3.4.1.4 Courtesy Degrees Performed Outside the Mother Lodge

It is preferable to confer the degrees in the candidate’s “home” Lodge, however it may be necessary to ask another Lodge to confer the Fellowcraft or Master Mason’s degree owing to particular circumstances and

would require a dispensation from the Grand Master. Any correspondence with a Lodge outside the jurisdiction of New Brunswick must be directed through the Grand Secretary who will correspond with the Grand Secretary in the other jurisdiction. In any case, informing the Grand Secretary of the situation is a prudent measure even if the request is made to a Lodge within the jurisdiction of New Brunswick.

Candidates:

- a) Every candidate who receives the Entered Apprentice Degree becomes a member of the Lodge and is liable to pay dues.
- b) Every candidate must pass an examination in open Lodge on the work of the preceding degree before receiving a higher degree.
- c) By permission of the District Deputy Grand Master, portions of the examination may be heard in another area, apart from the usual Lodge room, and a report made to the Lodge; but every effort should be made to have the Examination heard in open Lodge where possible.

3.4.2 Immediate Past Master

The Past Masters of a Lodge are an important asset especially to the Worshipful Master. Each Past Master represents a number of years as an officer and the resultant knowledge obtained. Many a Master has discovered that he just has to call on a Past Master to get a ready, enthusiastic, and knowledgeable assist.

The Immediate Past Master is neither elected nor appointed to office. He holds the position by right of succession. Seated to the immediate right of the Worshipful Master, he aids and assists the Master,

Wardens, and other officers in the discharge of their respective duties. In the Master's absence, he rules the Lodge.

In the jurisdiction of New Brunswick, and not necessarily in other jurisdictions, the **Past Master's Jewel is the Square and a plate with the 47th problem of Euclid engraved there-on.**

Past Masters are admitted to membership in Grand Lodge by inherent right.

- a) Sits at the right hand of the Worshipful Master
- b) Advises the Worshipful Master on policy, ritual and procedures
- c) May prompt for ritual and degree work
- d) May be called on to preside
- e) Encourages and assists all officers
- f) Serves on committees

3.4.3 Wardens

Together with the Worshipful Master, the Senior and Junior Wardens compose the first 3 officers of a Lodge. Their respective stations form a triangle in the square of the Lodge room.

The Senior Warden, representing the Pillar of Strength, assists the Worshipful Master in opening and closing the Lodge and pays the Craft their wages if any be due. He may preside over the Lodge but cannot initiate candidates or confer degrees. On a pedestal in front of him is a column representing the right-hand pillar which stood at the entrance to King Solomon's Temple. This column is upright when the Craft is at labour and horizontal at refreshment.

His **Jewel is the Level**, a symbol of the equality which exists among the Craft while at labour. If the Senior

Warden has been true to the requirements of his several stations in the Lodge on his journey to the West, it is assumed he will be elected to the East. Therefore, his time in the West is well spent in planning the coming year, carefully choosing his slate of officers, planning programs, studying procedure and ritual. The more he travels and visits during this year, the more acquainted he becomes with rank and titles and their holders.

The Junior Warden, representing the Pillar of Beauty, observes the sun at meridian height and supervises the Craft while at refreshment. He serves on committees and learns the duties of the Senior Warden.

His **Jewel is the plumb**, emblematic of the upright conduct which a Mason should exhibit at all times as he practices the lessons taught him by the Craft while at labour, hence his column is upright at refreshment and horizontal while at work.

His station is in the South.

Senior Warden:

- a) Assist Worshipful Master
- b) Opening and closing Lodge
- c) Lodge government
- d) Chair or serve on committees
- e) Plan for following year
- f) Studies and plans officer appointments
- g) Plans programs
- h) Develop a working knowledge of:
 - i) Lodge procedures and jurisprudence
 - ii) Rules of order and parliamentary procedure
 - iii) Masonic conduct
 - iv) Constitution and Bylaws

v) Master's authority and duties

- i) May rule the Lodge in the Master's absence
- j) Does not wear hat
- k) Cannot confer degrees
- l) Studies ritual and closely observes procedures of the WORSHIPFUL MASTER

Junior Warden:

- a) Assist the Senior Warden in special functions
- b) Supervise the Lodge while at refreshment
- c) Serve on committees
- d) Learn the ritual of the Senior Warden
- e) Develop a working knowledge of:
 - i) Lodge procedures and jurisprudence
 - ii) Rules of order and parliamentary procedure
 - iii) Masonic conduct
 - iv) Constitution and Bylaws

3.4.4 Secretary

If the Worshipful Master is said to be the 'head' of the Lodge, the Secretary must surely be designated the 'heart'. Appointed by the Worshipful Master, he records all proceedings, submits annual returns to Grand Lodge, receives all monies due the Lodge, receives all petitions and correspondence, issues a demit by order of the Master, holds in trust the seal, and assists with agenda.

Communication is a major part of the Secretary's duties; without it, chaos will result. To carry out this part of his duties he must have basic computer skills and be familiar with mass mailings via e-Mail and so forth. In general, the Lodge depends upon the Secretary to use his own computer, not to set up a separate one for the sole purpose of serving the Lodge. However, a Lodge

may choose to have a computer devoted to its own use if it would serve the Lodge better.

Frequently this office is held by the same brother for a number of years, thus making it easy for some Masters to “let the Secretary do it”. While the Master should consult with the Secretary, asking for and sometimes taking his advice, it is the Worshipful Master who is responsible for running the Lodge. The Secretary is busy with the demands of his own office and he and the Master should work as a team.

The Secretary’s **Jewel is the Quill**, representing the pen.

Duties:

- a) Record and preserve all proceedings of the Lodge
 - i) Minutes
 - ii) Filing system
- b) Submits annual returns to Grand Lodge
 - i) Immediately after December 31st of every year, and no later than one month before the Annual Meeting
- c) Receive and record all monies due the Lodge, turning the same over to the Treasurer, taking his receipt therefor.
 - i) Annual dues
 - ii) Candidate’s fees
 - iii) Other receipts (donations, grants, etc.)
- d) Maintain a registry of:
 - i) Names of Members

- ii) Dates of their proposal, initiation, passing and raising.
 - iii) Date of birth
 - iv) Titles, professions, and trades
 - v) Any other such information as will be helpful to future historians – (i.e., Lodge offices held, Grand Lodge offices held, awards or special commendations as may be of interest to the Lodge)
- e) Maintain a register of rituals, specifying the number of the ritual and by whom it is held.
 - f) Maintain a register containing the bylaws of the Lodge to which all members must ascribe their signatures.
 - g) Maintain sufficient supplies of the required Grand Lodge publications, rituals, etc.
 - h) Receive petitions from candidates and see that candidates receive all materials prepared for them by Grand Lodge, such as booklets #1, 2, 3, 4, etc. at the proper times.
 - i) Issue demits by order of the Worshipful Master
 - j) Hold in trust the Lodge seal
 - k) Receive and send official Lodge correspondence
 - l) Assist the Worshipful Master and Wardens in preparing an agenda for each meeting

Communication before each meeting will ascertain what new business will come before the Lodge and the business may be streamlined as a result – (i.e., if there are no reports of investigating committees, then why ask

if there is balloting?)

3.4.5 Treasurer

Elected by ballot of the Lodge, the Treasurer takes charge of all stock and other property belonging to the Lodge, receives all monies from the Secretary and pays them out by order of the Worshipful Master and consent of the Lodge.

The advent of banking online, including paying Lodge dues by e-transfer, requires the Treasurer to be familiar with these types of transactions. Since they essentially bypass both Secretary and Treasurer, it is up to the Treasurer to report these transactions to the Secretary in order to keep records accurate and up to date.

It goes without saying that this is a very responsible office of the Lodge and requires a Mason who is dedicated to its well being. Choose well. The financial future of your Lodge depends to a great extent on this officer.

The Treasurer's **Jewel is the Key**, symbolic of the control he has over the treasure chest (finances).

- a) Take charge of all stock and other property belonging to the Lodge
- b) Receive all monies from the Secretary
- c) Keep just and regular accounts
- d) Pay out monies by order of the Worshipful Master and consent of the Lodge
- e) Surrender all necessary documents to the Audit Committee that they may properly perform their mandated function.

3.4.6 Deacons

Deacons were not generally recognized in England until 1813, but now they are considered junior officers. Appointed by the Worshipful Master, they act as assistants to him and the Senior Warden.

The Deacons are entrusted with the general security of the Lodge, preparing, and conducting the ballot and announcing the visiting brethren.

The Senior Deacon, seated to the right of the Master, organizes the Lodge in the absence of the Director of Ceremonies, introduces candidates, gives lectures on the 2nd degree, and tends to the lights.

The Junior Deacon sees the Lodge securely tiled, prepares candidates for the degrees, and carries messages from the Senior Warden in the West to the Junior Warden in the South and elsewhere about the Lodge as he shall direct.

The **Jewel of the Deacons is the Dove**, in allusion to the dove sent by Noah from the Ark. Their badge of office is the rod, which must be carried during the discharge of their respective official duties about the Lodge. Surmounted by a Dove, the rod is an imitation of the Caduceus, the rod of Mercury, a messenger of the gods. The rod is an emblem of the authority of the Deacons. It is to be carried in a perpendicular position in the right hand, with the right forearm parallel to the floor. It is to be kept off the floor at all times, even when the officer is stationary.

It is recommended that the rod be used in the 1st Degree as the “point of a Sharp Implement” as the compasses should never be associated with “an instrument of torture to the flesh”.

- a) The Deacon's rod is to be borne at all times when on official duties. It is carried in the right hand, perpendicular to and off the floor.
- b) Forms an arch with rods to welcome the Grand Master on official visits
- c) Study ritual, Constitution and Bylaws

Senior Deacon:

- a) Attend on the Worshipful Master
- b) By order of the Worshipful Master, answer demands at the Inner Door
- c) Introduce candidates
- d) Give lecture on the 2nd Degree
- e) Organize the Lodge in the absence of the Director of Ceremonies

Junior Deacon:

- a) Learn the proper system of "knocks" required in his function of "seeing the Lodge securely tiled."
- b) Attend on the Senior Warden
- c) See the Lodge securely tiled
- d) Prepare candidates for degrees

3.4.7 Stewards

Stationed in front of and to the right and left of the Junior Warden, the Stewards are appointed by the Worshipful Master. Under the supervision of the Junior Warden, they see the tables properly clothed and unclothed at refreshment, tend to the officer's regalia, assist the Deacons in the preparation and conducting of candidates, accommodate visitors, and generally assist

other officers. Theirs is a station of observation and learning.

The **Jewel of the Stewards is the cornucopia**, symbolic of plenty. As with the Deacons, the rod is an emblem of the authority of the Stewards and is to be borne at all times in the performance of official duties. It is to be carried in a perpendicular position in the right hand, with the right forearm parallel to the floor. It is to be kept off the floor at all times, even when the officer is stationary. Their rods are used to form an arch, under the direction of the Senior Deacon, to welcome the Grand Master on official visits.

- a) Keep regalia clean and in good condition
- b) Introductions for visitors to the brethren
- c) Study the ritual and prepare for the next station in line

3.4.8 Director of Ceremonies

The station of the Director of Ceremonies is to the left of the Worshipful Master in the East. His is an appointed office, and when directed by the Master, he is to form and organize all processions, organize the Lodge, and continue studying and learning the ritual of the other officers.

The **Jewel of the Director of Ceremonies is the crossed batons**, one of which he carries at all times during his official functions.

At the opening of the Lodge, he lights the lesser lights in order:

- a) Worshipful Master
- b) Senior Warden
- c) Junior Warden

At the close of the Lodge, he closes the lesser lights:

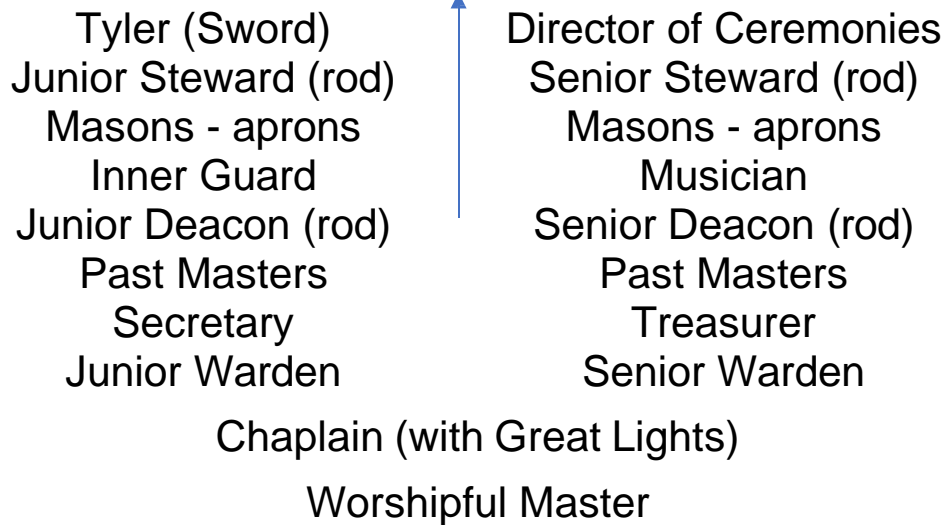
- a) Junior Warden
- b) Senior Warden
- c) Worshipful Master

Note: The Director of Ceremonies always begins and ends the meeting with the light in the EAST

He may be called on by the Worshipful Master to conduct or present brethren for introductions or presentations.

- a) At the direction of the Worshipful Master, to drape the Charter
- b) Continue study of the ritual

Order of Procession:



3.4.9 Chaplain

The Chaplain is appointed by the Worshipful Master. While he may be an ordained member of the Clergy, such designation is not a requirement; any Master Mason may hold the position immediately to the left of the Worshipful Master.

The Chaplain conducts prayer at the opening and

closing of Lodge, prayers and Bible readings during degree work, memorials for departed Brethren, as well as offering Grace at meal time.

His Jewel is the open volume of the Sacred Law.

3.4.10 Inner Guard

This is a most important office, for in many Lodges in New Brunswick it is the starting point for a Mason wishing to one day become Master of the Lodge. It is therefore essential that much care and thought be given in the selection of the Inner Guard.

His station is inside the door and it is his duty, when directed by the Worshipful Master and not before, to answer all alarms and report, and when Lodge is open, to allow none to enter or retire except by permission of the Master.

He will know the proper “ritual” to allow a brother to enter or retire or to alert the Tyler of the wishes of the Worshipful Master.

The Inner Guard is being watched carefully by all to see if he has the “stuff” to someday become Master of the Lodge. He should be punctual, attentive, observant and studious. **His Jewel is the crossed swords.**

- a) Learn the proper method of responding to alarms or alerting the Tyler
- b) Answer all alarms at the inner door and report to the Master
- c) Permit none to pass or repass except by order of the Master
- d) Never leaves station while Lodge is open unless directed by the Worshipful Master and then only when relieved by a qualified Brother.

e) Begin study of the ritual

Suggestion:

It might be noted here that many Lodges delegate the explanatory lectures of the 1st and 3rd Degrees to the four junior officers; Senior & Junior Stewards, Director of Ceremonies and Inner Guard.

- a) Allows Lodge to judge the quality of the work
- b) Allows upcoming Masters to evaluate the potential of future appointees to offices
- c) Gives the junior officers a proper foundation in ritual
- d) Much of the ritual of the Senior Deacon and Worshipful Master is first learned in the lectures.

3.4.11 Tyler

The office of Tyler is as old as the Order itself and owes its existence to the Landmarks. The title is derived from Operative Masonry. When the edifice was finished, the Tyler covered it with tile thereby tiling or closing it to the outside elements. And so it is in Speculative Masonry. When the Lodge is in session, the Tyler closes the doors and covers the proceedings within from all intrusion.

He should be a Master Mason, preferably a Past Master. Stationed outside the outer door, it is his duty to guard the door, allowing none to pass who are not qualified and then only by permission of the Worshipful Master. The Tyler tends to and sees that all sign the register.

His **Jewel, and badge of office, is the Single Sword.** The sword in modern times is of ordinary form; whereas in early times it was wavy in shape, alluding to the “flaming sword placed at the East of the Garden of Eden which turned every way to keep the way of the Tree of

Life". The sword should be without scabbard, ever drawn and ready for the defense of his post.

- a) Stationed outside the door, armed with the proper implement of his office (Sword)
- b) Remains outside the Lodge room, even with the door is tiled open.
- c) Keep away all pretenders or eavesdroppers.
- d) See than none enter except such as are duly qualified.
- e) Maintain the register and see that all visitors sign the book.
- f) See that all who enter are properly clothed. (All who enter an open Lodge are to wear aprons appropriate to the degree they have attained. These aprons are to be worn outside the jacket except in the case of tuxedos with tails.)
- g) Inform the Worshipful Master of visitors to be examined.
- h) In many Lodges the Tyler provides the Master with a list of visitors and distinguished brethren.

3.4.12 Musician

In early Masonry, as in all important ceremonies, music comprised a great part of the program. Today's Lodge Musician, under the direction of the Worshipful Master, presides over and creates harmony which complements the Lodge works and ceremonials. His is an unwritten ritual. His **Jewel is the Lyre, or Harp.**

- a) May arrange special music or vocal performances at degrees or installations

- b) May arrange special musical evenings
- c) Should arrive early and play pre-meeting music for the enjoyment of the Lodge

3.4.13 Mentor

While not an officer per se, it is the directive of Grand Lodge that a Mentor be appointed in every subordinate Lodge in this jurisdiction.

It is his duty to administer the Mentor Program to every candidate to our fraternity, thus ensuring that he becomes a more knowledgeable Mason and consequently gets as much enjoyment from Masonry as is his due.

Summary: These are the officers entrusted to administer the Lodge. But in a sense, all members make up the Lodge and should be active in promoting its welfare. Often those on the sidelines are ignored when they could be contributing ideas and working. After all, isn't it the function of the Craft to be at work?

Good Officers Provoke Interest and Interest Promotes Attendance YOUR LODGE NEEDS GOOD OFFICERS!

4 JURISPRUDENCE

4.1 Defined

The knowledge of laws, customs, and rights in a state or community, necessary for the administration of justice.

4.2 Background (Based on four classes of law)

Without regard to their origins, Masonic Grand Lodges are conceded to be equal in all their rights and powers. For all intent and purpose, they are independent Masonic nations. One Grand Lodge cannot enact law for another; nor can one decide for another what may be Masonic law, yet the moment two or more Grand Lodges fraternize with each other, there must be laid down some rules of conduct. To achieve this purpose, early in the 1700's, Masonic bodies looked to the law affecting civil nations.

It has long been held that there are four classes of law pertaining to the Law of Nations:

- a) Voluntary law of nations (presumed consent)
- b) Customary law (tacit consent, implied but not stated)
- c) Conventional law (express consent)
- d) Necessary law (application of the law of Nature)

The history of the institution shows recognition of all these principles, although the foregoing distinction has not always been a practice. It is assumed that all laws applicable to Grand Lodge relationships were binding upon any given Grand Lodge by its express consent. This, however, is not in accordance with sound principles of law, nor with the law of Civil nations.

The necessary Law of Nations consists of the law of

nature to nations. It is called necessary because all nations are absolutely bound to observe it. Among the necessary laws of nations are included:

- a) Nations are naturally free, equal, and independent of one another
- b) Each Nation must be left to the peaceable enjoyment of its rights
- c) The nation's government is necessarily exclusive over all its territory; and
- d) All rights of foreigners are excluded, and no nation has the right to exercise any art of sovereignty in any other nation.

The first two have always applied to Grand Lodges as a matter of course. The third has sometimes been disputed by those Grand Lodges which claimed no territory, but undertook authority over individuals. Such bodies could not now be recognized by any Grand Lodge. The fourth has been more frequently contested in those territories where Grand Lodges have rightfully ruled until a later Masonic body has been established, and recognized, and claimed to govern those who chose to remain under the former jurisdiction.

Around the early part of the 20th Century, this gave rise to disputes about jurisdiction over boundaries, residency of candidates, recognition of other individual Masons, and so on. There were even instances where some Grand Lodges forbade their members to have Masonic communication with members of other Grand Lodges. Fortunately, in recent years, there prevails the sentiment that such a state of affairs is not in accord with the principles of Freemasonry. Consequently, every avenue of recourse is exhausted towards a resolution before

resorting to such drastic measures.

4.2.1 Early Book of Constitutions

At the time of the reorganization in 1717, there were no written laws concerning Freemasonry. The laws and regulations under which the Craft operated were incorporated in its usages and passed orally from generation to generation. In addition, various documents, manuscripts and minutes of earlier Lodges, or guilds, contained methods of procedure. In 1721, The Grand Lodge of England directed the Antient Writings to be codified.

James Anderson undertook the task and in January 1723 produced the Book of Constitutions. With minor amendments it was adopted

It should be noted that the Book of Constitutions was not a code of law enacted, but a compilation of old laws and usages. It was the compilation, not the laws, that were approved. In other words, the laws in the book were recognized and accepted as already existing. One of those laws states: **Every Grand Lodge has an inherent power and authority to make new regulations, or alter these for the real benefit of this Antient fraternity provided always that the old Landmarks be carefully preserved. They are deemed to be unchangeable.**

Thus, the Book of Constitutions, under the Antient laws of the Craft, provides express recognition of:

- a) The existence and inviolability of the Landmarks
- b) Subject to them, the sovereign power of the Grand Lodge, and

- c) The power of the Grand Master to suspend the power of a law in a particular case by dispensation.

The rapid growth of Masonry called for the enactment of new laws and the explanation of the old ones (called decisions); but always in line with the three aforementioned principles. Eventually, these decisions led to the study of Masonic Law. Albert Mackey, Robert Morris, John Simons, George Chase, and Charles Moore were just a few of the brethren who studied and published papers. Even today, Mackey's book on Masonic Jurisprudence is widely quoted.

For all the study and principles, uniformity of the law within the Craft has not been attained; nor is it likely it ever will be. Nonetheless, friction and dissention between governing bodies is virtually non-existent, even though there will be differences so long as Masons are subject to human frailties. In spite of its divisions, perhaps one day the Craft will be one large brotherhood, united in a common purpose, each being independent and peer of the others.

In Summary, Masonic jurisprudence teaches that while Masons may do that which is not prohibited, whatever he does not find warrant for in the Antient Landmarks, laws and usages of the Craft, is prohibited.

4.2.2 Constitution of Grand Lodge of New Brunswick

Recommending for Membership:

Recommending a man for the Degrees of Freemasonry is a serious matter. The recommenders are staking their reputations on the character of the petitioner. Hence, it is not wise, nor can a member afford to be so careless as to sign a petition just to accommodate a friend or

another member.

Grand Lodge requires that a member must signify in signing a petition that he is personally acquainted with the petitioner, and has knowledge of the petitioner's character. Each of the recommenders should be reasonably sure that the petitioner is worthy of consideration and if accepted, will bring honour to the Fraternity.

Recommenders should have a knowledge of certain basic facts relative to the procuring and processing of a petition. These facts are available from the Secretary when a blank form of petition is requested. The petitioner should also be informed of the initiation fee and the current annual dues of the Lodge. He should be given the booklet "*Freemasonry, A Way of Life*" at the time he is given the petition. The recommenders should assure themselves that he comes of his own free will and accord, and that he can financially afford this step without injury to himself or family. He should also be informed that the Masonic fraternity is not a beneficent organization or insurance type society and membership therein must not be used for personal gain.

Recommenders must make certain that the petitioner comes of good report, is physically, mentally, and morally qualified for the degrees of Masonry.

Both recommenders should be in attendance at Lodge when the petition is presented and the petitioner balloted upon. They should feel free to advise the candidate, after he has been approved, along the lines of proper dress and cleanliness so as to avoid any embarrassment when he appears at the Lodge meeting. It is the responsibility of the recommenders to accompany their candidate when he appears for each

degree and introduce him to the brethren. Where possible, the recommenders should stay with the candidate at all times until the Junior Deacon takes him for preparation.

The candidate should be informed by his recommenders, before he receives his degrees, that every word spoken, and every phrase has a definite significance which will become clearer to him as he progresses. He should be assured there is no frivolity, either by word or act, during the conferring of the degrees.

When the recommenders consider it a sincere Masonic duty to properly process a petitioner and then see their candidate through the degrees, both a wholesome and lasting impression will be made on the new Mason. In addition, the task confronting the Investigating Committee will be greatly reduced.

One of the recommenders will be appointed to the Mentor Committee who, when they meet with the Candidate, will explain much of the foregoing.

Applications for Membership

A Masonic Lodge does not solicit for members. Men generally decide to make inquiry about the fraternity from someone they know to be a mason. The public persona of individual masons should be the motivation; this approach is fostered by the manners and behaviour in the various arenas of their lives. To be a mason, ask one.

There are rules that govern applicants. Simply stated:
No person shall be made a Mason until:

- a) He has resided one year in the Grand Jurisdiction immediately previous to his application or produces a certificate from the Lodge nearest to his previous residence.
- b) He has signed the petition in full with all given names, no initials
- c) He is properly proposed at a regular meeting
- d) Or at an emergent meeting as outlined herein.
- e) A committee of three, appointed by the Worshipful Master, investigates and reports in writing. (This report in writing is the statement contained on the back of the petition where the Committee states that it has made full and impartial inquiry, etc., and each member affixes his signature.)
- f) His name, date of birth, profession and place of residence are sent to all members by regular notice.
- g) His qualifications are determined
 - i) He is a Free man
 - ii) At least 19 years of age
 - iii) Reputable circumstances
 - iv) Lover of the Liberal Arts and Sciences
 - v) Able to write
 - vi) Not rejected by any Lodge within the previous 6 months

4.2.2.1 Emergency situations Regarding Election of a Candidate

Circumstances may make the timeline for conferral of degrees incompatible with a candidate's occupation or

pressures in their life. The military is a good example. Individuals in such circumstances may require flexibility on the part of the Lodge and special arrangements can be made.

Procedure – exception for an emergency

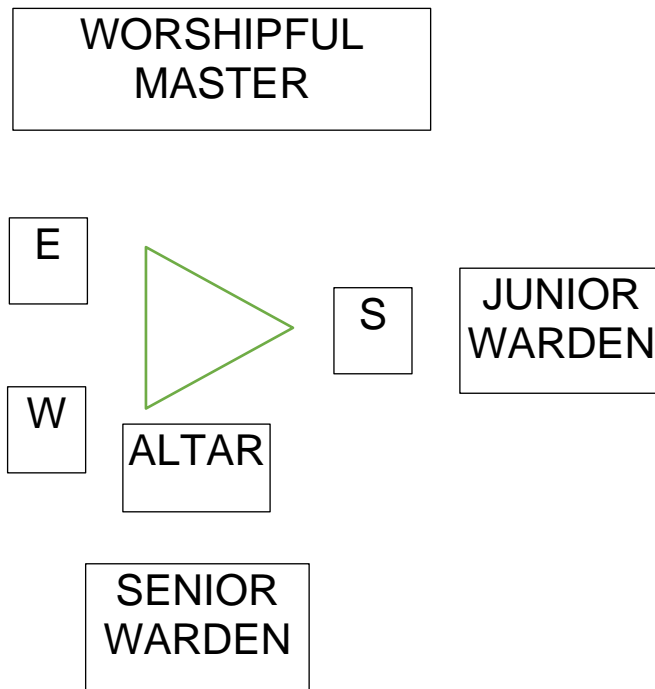
- a) Any 2 members of a Lodge may transmit in writing to the Worshipful Master, the usual application together with a statement of circumstances constituting the emergency.
- b) If the emergency be proper, the Worshipful Master shall:
 - i) Issue notice to all members
 - ii) Appoint an investigating committee
 - iii) Summon the Lodge for a special meeting not less than 7 full days from the date of the notice
 - iv) Ballot on the applicant

4.2.3 Entered Apprentice Degree

- a) Must be conferred on the candidate in the Lodge in which he is seeking membership.
- b) Must be conferred within 12 months of the ballot or ballot is voided and deposit forfeited. Candidate must then reapply and be balloted on again.
- c) No more than one candidate may be present at the same time during the first section of the EA degree.

Placement of Lights:

The Lesser Lights must be brought into the space between the Worshipful Master and the Altar for the E.A. degree. They should maintain their positions according to the compass, East, West and South.



4.2.4 Fellowcraft and Master Mason Degrees

Rules and procedures:

- a) Not less than 4 weeks between degrees without dispensation from the Grand Master; and in no case, less than 7 days.
- b) No more than one candidate may be present at the same time during the second section of the Master Mason degree.
- c) Every Master Mason shall be entitled to a certificate immediately upon being registered with Grand Lodge.

- i) Must be signed in the margin by the Brother whose name is inscribed thereon to be valid.
 - ii) As this is a legal document, it must be signed by the Brother exactly as his name appears on the certificate.
 - iii) If lost, a duplicate may be issued upon application certified by the Lodge and payment of appropriate fees.
- d) Copies of the Lodge by-laws, the Constitutions of Grand Lodge and the booklet "*More Light on Freemasonry*" shall be presented to each candidate when he receives the Master Mason's Degree.

5 Antient Charges, summary of

Masons subscribe to lives characterized by the following admonitions that were adopted by the founders of the fraternity and are read in every Lodge at least once each year.

5.1.1 Concerning God and Religion

- a) To be a good man and true and strictly to obey the moral law

5.1.2 Of the Civil Magistrate, Supreme and Subordinate

- a) To be a peaceable subject and cheerfully conform to the laws of the country in which you reside.
 - i) Not to be concerned with plots and conspiracies against governments, but patiently submit to the decisions of the supreme legislature.
 - ii) Pay proper respect to the civil magistrate, work diligently, live creditably and act honourably by all men.

5.1.3 Of Lodges

- a) Be a member of or affiliated with a Lodge
 - i) Maintain regular attendance on the communications and committees of Grand Lodge and pay attention to all duties of Freemasonry on proper occasions.
 - ii) No new Lodge can be formed without permission of the Grand Master, no countenance given to an irregular Lodge or any person initiated therein, and no

public procession in full regalia without dispensation.

- iii) No visitor admitted into Lodge without due examination and proper vouchers of having been initiated in a regular Lodge.

5.1.4 Of Masters, Wardens, Fellows, and Apprentices

- a) No Master or Warden will be chosen by seniority but on merit.
 - i) Junior officers should be chosen carefully and instructed thoroughly so that in time they may achieve the Master's chair.
 - ii) Must be a Fellowcraft before becoming a Warden, a Warden before becoming a Master, A Master before becoming a Grand Warden and a Fellowcraft before becoming Grand Master.
 - iii) At the time of writing, the Ancient Charges, and to this day in the Grand Lodge of England, the office of Grand Master is held by a member of royalty, and while it would be unrealistic to expect royalty to become Worshipful Master of a Lodge, then Grand Warden of the Grand Lodge, it would not be unrealistic to expect him to achieve the highest attainable degree.

At the time of writing the Antient Charges, the highest degree attainable was Fellowcraft.

5.1.5 Of the Management of the Craft in Working

- a) All Masons shall work honestly on working days that they may live creditably on holy

days.

- i) Working tools shall be approved by Grand Lodge

5.1.6 Of Behaviour

a) In the Lodge while Constituted

- i) Shall not chatter, interrupt or talk of irrelevant matters
- ii) Shall not act in an absurd ridiculous or trifling manner
- iii) Shall not go to law about what concerns Masonry without an absolute necessity apparent to the Lodge.

b) After Lodge is over and brethren not gone

- i) Avoid all excess
- ii) Avoid all private piques and quarrels
- iii) Avoid discussion of politics and religion

c) When brethren meet without strangers but not in Lodge

- i) Salute one another with courtesy and respect, giving mutual instruction as deemed expedient.

d) When brethren meet in company of non-masons

- i) Be cautious in word and carriage

e) At home and in your neighbourhood

- i) Act as becomes a wise and moral man
- ii) Avoid gluttony and drunkenness

f) Towards a strange Brother

- i) After determining him to be a true Brother, you will treat him with courtesy and respect, offering relief, but not beyond your ability.

6 Ballot and Balloting

6.1 General Rules

- a) **Once a petition has been turned over to the investigating committee, it must be voted on** regardless whether the committee report is favourable or unfavourable. The report is only a recommendation and each member must cast his ballot according to his own dictates.
- b) The intention to ballot on an individual must be included in the agenda listed in the summons or bulletin for a regular meeting. The name of the candidate, his age, occupation, and place of residence so itemized will inform the brethren of the Lodge well in advance.
- c) If the ballot is to be spread on a Brother for affiliation, he should be asked to retire before the report of the investigating Committee is heard to avoid possible embarrassment, either to himself or the Committee.
- d) The Lodge must be tiled with the inner door closed during the ballot, allowing no-one to enter or retire while the ballot is in progress.
- e) Only Master Masons of the Lodge in good standing are entitled to vote and should do so.
- f) While Entered Apprentices are deemed members of the Lodge, the ballot is for Master Masons.
- g) It is not to be considered an irregularity so as to void the ballot if a visitor inadvertently casts a ballot. If the ballot is a rejection, and the Worshipful Master feels an injustice has been done, he may order a re- ballot providing no

discussion or intervening business has taken place. The visitor's ballot does not automatically negate the ballot process.

- h) Should the Master discover, on opening the ballot box, the minimum 3 black balls causing the rejection of the petitioner, it is in harmony with Masonic teachings that after re-explaining proper procedure, he calls for a re-ballot. Should the results again be negative, the applicant can be declared rejected with reasonable assurance that he was not rejected by accident.
- i) Any discussion of the ballot inside or outside the Lodge, favourable or unfavourable, by any Brother at any time, is a Masonic offense. This should explicitly be explained by the Worshipful Master.

6.2 Procedure – Balloting on a Candidate

W.M.- The Deacons will prepare the ballot – NOTE: The Lodge must be tiled during the procedure.

The Deacons move to the NEC. The Senior Deacon carries the ballot box to the Worshipful Master who inspects it and declares the box clear. The Senior Deacon moves back to the NEC with the Junior Deacon and awaits instruction.

W.M.- (explains procedure) Each Master Mason member of the Lodge is given one white ball and one black ball by the Junior Deacon who moves ahead of the Senior Deacon bearing the ballot box. One at a time, each member stands and casts his ballot. White balls in the right (white) side elect, black balls in the right (white) side reject. No person shall be made or admitted a

member if 3 black balls appear against him; nor shall less than 3 black balls reject him. One re-ballot may be called by the Worshipful Master or by vote of the Lodge if an apparent injustice has been done; but it must be done before any other business be conducted and without discussion. The Brethren are reminded that casting a black ball insincerely, or without just cause is a Masonic offense.

W.M. - Are there any questions on procedure? If not, I now declare the ballot open (x)

The Junior Deacon moves to the Worshipful Master handing him one white ball and one black ball, then to the Chaplain, and continues clockwise around the room concluding with the Immediate Past Master. The Senior Deacon follows a short interval behind, accepting the vote from each member in turn who places each ball in the appropriate slot according to the way he wishes to vote. **(It should be noted here that the one compartment ballot box is not recognized by Grand Lodge, the only appropriate box having two compartments)**

In the interests of expediency, the Master may check with the Deacons and the Tyler previous to the meeting to ascertain if they wish to ballot. If they do not wish to ballot then the Master can proceed accordingly. If they do wish to ballot, the following is given as a guideline, and may be varied as suits the individual Lodge.

Once the Junior Deacon completes his circuit, he steps back to the NEC and awaits the Senior Deacon. When all ballots have been collected, the Junior Deacon takes a ballot for himself and hands the Senior Deacon his ballot. The Senior Deacon doing likewise in his turn. Both then await further instructions.

W.M. – Brother ___, you will relieve the Tyler that he may enter and cast his ballot

Without further instruction, the Inner Guard goes to the door, raps, lets the brother out and permits the Tyler to enter. The Tyler approaches the Altar, salutes and awaits instruction. After the Worshipful Master explains who is being balloted on and the procedure, the Junior Deacon hands the Tyler a ballot, who then steps to the box and ballots. Having done so, he salutes and retires from the Lodge room.

W.M.- Have all balloted who wish and are entitled?

If there is no response:

W.M. – If so, I now declare the ballot closed. (x)

The Junior Deacon returns to the NEC (or remains there as the case may be) and the Senior Deacon bears the ballot box to the Junior Warden in the South for his inspections, then to the Senior Warden in the West and finally to the Worshipful Master in the East. Each in turn examines the contents of the white box.

W.M. – Brother Junior Warden, how do you find the ballot?

J.W. – I find the ballot favourable (or unfavourable as the case may be) to the Petitioner (or Brother) Worshipful Master.

W.M. – Brother Senior Warden, how do you find the ballot?

S.W. – I find the ballot favourable (or unfavourable as the case may be) to the Petitioner (or Brother) Worshipful Master.

W.M. – I too find the ballot

If favourable to the petitioner, the Worshipful Master

declares him “elected and eligible for membership in
.....Lodge by initiation.” - (or “elected to
membership in Lodge by affiliation”, as the case
may be) and instructs the Secretary to notify the
candidate accordingly.

The notice shall specify the date, time and place for the
candidate to present himself to receive the Entered
Apprentice Degree as well as the necessary fees which
he must produce at the same time. A copy of the booklet
“Foreword” shall accompany the notice. The Lodge
Mentor Committee will meet with the candidate prior to
his being initiated as is prescribed by Grand Lodge.
Should the candidate, for any reason, not receive the
Entered Apprentice Degree within one year, the ballot by
which he was elected expires, and all fees forfeited to
the Lodge.

If the ballot is unfavourable, the Worshipful Master
declares the petitioner rejected and admonishes those
present that the results of this ballot are not to be
discussed outside the Lodge room, not even with
another Mason. Such rejection means the candidate
cannot be balloted on again within six months at the
same or any other Lodge.

Any Lodge rejecting a candidate shall send notice
thereof to other Lodges in the same Masonic District.
This notice is for the private use of the Lodge, to assure
that the rejected petitioner not be admitted to another
Lodge except in conformity with the constitution. This
notice should NOT be read in open Lodge.

W.M. – Brother Senior Deacon, conduct the ballot box to
the East that the ballot may be destroyed.

The Worshipful Master, or his designate, destroys the

ballot by depositing several (more than 3) black balls in the white compartment and several (more than 3) white balls in the black compartment, or any other method which will guarantee the secrecy of the ballot from all but those entitled to know.

The Deacons return to their stations.

6.3 Preferred Arrangements

If a petitioner is balloted on for the degrees and is elected to receive the same, the Entered Apprentice Degree may be conferred upon him the same evening that he is elected. HOWEVER, it is preferred that arrangements be made for the conferral of the degree on some later date. A Lodge could be embarrassed if it schedules the degree on a night that the ballot is taken and the candidate rejected.

7 Committees

7.1 Mandatory

7.1.1 Investigation Committee

- a) Shall be appointed by the Worshipful Master when petition for membership is received by the Lodge.
- b) If the Master is aware that an application has been received (the importance of prior consultation with the Secretary) he can check with those he wishes to appoint before the meeting. That way, in open Lodge, he appoints, not requests.
- c) Names of committee members entered in the minutes and on the petition but not on the notice
- d) Secretary immediately notifies each member of his appointment.
- e) The committee shall thoroughly investigate moral character and standing of each candidate and report their recommendation to the Lodge, in writing.

7.1.2 Procedure for Investigating Committee

Although there are no hard and fast rules for the committee to follow, they are bound by the constitution to determine certain things about the petitioner. For example, the petitioner must:

- a) Make the request of his own free will and accord
- b) Be of lawful age and properly vouched for
- c) Profess a belief in a Supreme Being

d) Be literate

Physical handicaps will not necessarily disqualify a petitioner, although someone who is deaf and mute, or whose physical condition is such that normal procedures cannot apply, may be refused. Nothing, however, should be taken for granted. Working independently and collectively, the committee members carry out a thorough and unbiased inquiry. It should be pursued in every possible way, being careful not to expose the petitioner's name too freely.

As soon as the committee is appointed by the Worshipful Master, the Chairman should call a meeting without delay to afford as much time as necessary for the investigation. An investigation of a petitioner is not to be considered routine. It is a serious matter and should command every effort and concern of the committee.

It is important that the committee visit and meet the petitioner at his residence. Explain that such investigations are normal procedures in the processing of a petitioner for the degrees of Masonry. While keeping the visit informal, maintain a concern that reflects the seriousness of the occasion. Levity is to be discouraged. Do encourage the petitioner to ask questions and if he is married, include his partner in the interview to see if she concurs with the step her husband is taking.

The petitioner's motive should be determined at this time, if possible. What prompted his interest in Masonry? What are his ideas on the character of Masonry? What does he expect to gain from becoming a member? What does he expect to give in return? Why this particular Lodge? Has he any Masonic relatives? Does he belong to any other organizations?

This line of questioning should not be conducted like an interrogation, but simply raised during the discussion. As the discussion progresses, careful observation of the petitioner is made. Part of the value of interviewing the petitioner in his home is that he is in his natural environment and is more likely to be acting normally. Does he treat his family with respect? Is there any antagonism between him and his partner on the subject of Masonry? Does he show a true interest? Non-verbal signs are as important as wordy answers.

It is important for the committee to be organized and neatly attired. They are the Craft in the eyes of the petitioner. His first impression could be lasting – and negative.

While an investigation should be conducted with dispatch, it should not be hurried. If additional time is needed, the Worshipful Master should always approve such request by the committee.

Before they sign their names to a favourable report, the committee should be certain they would be willing to welcome the petitioner into their homes and greet him as a Brother. The report should never be signed in the presence of the petitioner.

In a sense, the committee is the eyes and ears of the Lodge and Freemasonry, and the decision at the ballot box is usually influenced by the committee's recommendation. For this reason, Masonry is dependent on their efforts and judgement. They are screening a person who can make Masonry either weak or strong.

The members of the committee have, in a way, been entrusted with the character and reputation of the Lodge. This honour imposes a tremendous responsibility. If the

investigation is made an automatic affair, the members of the committee do themselves, the Lodge, and even the petitioner a disservice. On the other hand, by attending to the full duty assigned to them, they distinguish themselves as true guardians of the cherished portals of Freemasonry.

7.1.3 Audit Committee

The accounts of the Lodge shall be audited at least once in every year by a committee appointed by the Lodge. This committee should be different from the one whose duty is to audit the monthly accounts. It should examine the books and accounts of the Secretary and Treasurer and report to the Lodge at the annual meeting.

7.1.4 Examination Committee

When a visitor cannot be vouched for by someone with whom he has sat in Lodge, he must retire and be examined.

Procedure: see Board of Trial - below

7.1.5 Mentor Committee

This committee may well be one of the most important factors to the future of Masonry in New Brunswick. It is mandated by Grand Lodge that **every candidate to our Degrees must receive the Mentor Program.**

Purpose:

To ensure that every candidate is properly instructed in the fundamentals of the Craft and receives all benefits which go with participation in our Order.

Mechanics:

A committee of three brethren consisting of:

- a) The Lodge Mentor

- b) One of the recommenders of the petition
- c) One other Brother appointed by the Worshipful Master.

Method:

The Committee meets with the Candidate 5 times:

- a) After a successful ballot and previous to his taking the Entered Apprentice Degree
- b) After the 1st Degree
- c) After the Fellowcraft Degree
- d) After receiving the Master Mason Degree
- e) A follow-up meeting approximately 1 month after receiving the Master Mason Degree.

7.1.6 Standing Committees

Appointed by the Worshipful Master after his installation
Depending on the needs and activities of the Lodge, but may include one or more of the following:

- a) Education
- b) Building
- c) Sick & Visiting
- d) Ritual
- e) Ways and means
- f) Special Events
- g) Finance

No committee should be appointed “off the cuff”, but only after careful thought as to need and purpose.

Once appointed, the committee must be given clear instructions as to the task at hand.

They should hold meetings as required; keep minutes of the proceedings which will become part of the Lodge records.

Periodically report to the Lodge on their progress with a final report at the end of the activity, or at year end.

The Worshipful Master is an *ex-officio* member of all committees

7.1.7 Ad Hoc

Usually appointed for a one-time event at the end of which, and after giving proper report, it is automatically dissolved.

8 Demit

8.1 Members

Any Brother may request a demit from Lodge, providing

- a) His dues are paid in full for the current year,
- b) He owes no arrears
- c) There are no outstanding charges against him.

The Worshipful Master shall investigate the matter to fully understand the request, and if he is satisfied that all criteria have been met, grant the demit without motion from the floor. A motion to grant (or deny) is out of order.

A demit shall be issued on Form 3.

8.1.1 Visiting while on a demit

While on a demit, a Mason shall be permitted only one visit (not one per year) to each and any Lodge in this jurisdiction, and

- a) He shall produce the demit *in lieu* of his dues card, and
- b) The Secretary of the Lodge shall sign and date the Demit.

9 Dispensations

Required:

- a) To form a new Lodge
- b) Masonic Grave-side service
- c) Public Procession
- d) Conduct semi-public installation (Application for dispensation is submitted to the DDGM)
- e) Change in date, time or place of meeting.
- f) More than 5 candidates in one day.
- g) Less than 4 weeks between degrees.
- h) To initiate a person from beyond the jurisdiction.

*Masonic funeral services - Dispensations are not required but a report to the Grand Secretary is required after completion of the service.

Application for dispensation is made to the Grand Secretary and granted by the Grand Master under authority of the Antient Rules and Regulations that give the Grand Master power to suspend any law for the benefit of the Craft.

Dispensations are not required for emergent communications provided proper notice is given all members and no other business is conducted save that on the notice.

10 Dues

10.1 Members

Dues, as set by the Lodge, are due and payable January 1st each year, in advance.

Dues commence upon receipt of the Entered Apprentice Degree.

By vote of the Lodge, dues or any portion thereof, may be waived, however the Lodge remains responsible for Grand Lodge *per capita* fees.

Members owing in dues are ineligible to stand for office.

Non payment of dues may, by vote of the Lodge and after proper notice under the bylaws, result in suspension or exclusion.

Notice of suspension and cause are sent to the Grand Secretary who will take appropriate action. Note: This is to inform the Masters and Secretaries of Lodges within the same or near districts but does not need to be read to the whole Lodge.

Member shall be reinstated within 12 months without fresh ballot, on application and payment of all dues owing at time of application.

By vote of the Lodge, any portion of back dues may be waived.

Notice of reinstatement sent to Grand Secretary and each Lodge in same Masonic District.

10.2 Lodge

Each Lodge shall pay per capita to Grand Lodge based on an assessment per member, including those who hold life, paid-up and honorary memberships.

Payable immediately following December 31st each

year.

Failure to submit at least 4 weeks prior to the Annual Communication of Grand Lodge may disqualify Past Masters, Masters, and Wardens from attending, holding office, or serving on committees.

11 Masonic Offenses

11.1 Lodges

- a) Failure to produce Warrant, books, papers or accounts
- b) Failure to submit annual returns

11.2 Members

- a) Display for personal gain of a representation or similitude of:
 - i) Jewel
 - ii) Furniture of a Lodge
- b) Display Masonic emblem on any
 - i) Signboard
 - ii) Show or window-blind
 - iii) Business card
 - iv) Advertisement
- c) Be concerned in the making of a Mason: Clandestinely (or secretly) In an irregular Lodge
- d) For a small or unworthy consideration
- e) Forming or assisting in the formation of a new Lodge without the authority of the Grand Master
- f) Printing or publishing, or causing the same to be done, of
 - i) Proceedings of any Lodge
 - ii) Names of those present at such a Lodge – But does not apply to regular notices or attendance at public meetings

g) Attend Lodge

- i) In an untidy appearance
- ii) Intoxicated
- iii) Behaving disrespectfully
- iv) Using profane or immoral language
- v) Casting a black ball insincerely on balloting

h) Violation of any provision, law or regulation of the Craft.

11.3 Penalties

11.3.1 Lodges

a) Expulsion

- i) Failure to turn over warrant, seal, records, regalia and property of all description when Lodge dissolved

b) Suspension

- i) Unmasonic conduct
- ii) Irregular conduct

c) Suspension or admonition

- i) Violating any provision of Masonic law or regulation for which there is no specific penalty

d) Disqualification

- i) Failing to make annual returns to Grand Lodge on time

11.3.2 Members

a) Expulsion

- i) Exhibit or expose for personal gain any

semblance or similitude of a jewel or furniture of a Lodge on signboard, window-blind, business card or advertisement (May just result in suspension or admonition.)

- ii) Print or publish, or cause it to be done, any proceedings of a Lodge, or names of persons attending. (May just result in suspension or admonition.)
- iii) Offending any law or regulation of the Craft for which there is no specific penalty (may result in suspension or admonition.)

b) Suspension

- i) Non-payment of dues after due notice
- ii) Un-Masonic conduct
- iii) Exhibit or expose for personal gain any semblance or similitude of a jewel or furniture of a Lodge on signboard, window-blind, business card or advertisement.

c) Admonition

- i) Attending Lodge in unclean or indecent apparel, showing disrespect or using profane, immoral language.

12 Masonic Trials

Preamble – The objective of any Masonic trial is to seek the truth and administer justice. They are conducted in the simplest and least technical method that will preserve the rights of the Order and the accused, and still allow the Lodge to obtain a thorough knowledge of all the facts. Any Master Mason may accuse another whether members of the same Lodge or not; but in keeping with the tenets of our institution, it is well to exhaust every avenue of conciliation before resorting to the trial procedure. Similarly, the matter should be resolved within the Lodge before the extreme step of resolving without; that is to say, civil litigation.

Regarding a Sitting Master- The Worshipful Master may be subjected to a trial but cannot be tried by members of his Lodge for the simple reason that he cannot preside over his own hearing. Therefore, any complaint in this regard must be elevated to the Grand Master's level.

Procedure:

Accuser makes a written complaint, signed and delivered to the Secretary of the Lodge (or the Worshipful Master) to be read at the next regular communication. The accused is provided with a copy of the complaint, or charge, and is informed in writing of the date and time for the trial.

If the accused is living beyond the boundaries of the Lodge, he is notified by registered letter, allowing sufficient time for reply before proceeding to trial. If his residence is unknown, or it is impossible to hold Masonic communication with him, the trial may still be held providing great care is taken that no advantage be taken of his absence.

Trial must commence at a regular communication, but may be continued at a special communication called for that purpose due to time elapsed between regular meetings.

Lodge must be opened on the highest degree obtained by the accused, and all examinations must take place in his presence, subject to 4.2.2. He may have counsel, providing such counsel is a Mason; and if said counsel is a member of the Lodge, he forfeits his vote on the outcome.

No visitors shall be permitted during the trial.

The testimony of a Master Mason is taken on his honour; that of others by affidavit, or in such manner as accused and accuser agree.

Testimony of profanes, or those of lesser degree, is taken by a committee and reported to the Lodge when Lodge is sitting. Both accused and accuser have the right to be present as the committee hears the testimony.

At the conclusion of the trial, the decision and verdict, whatever the rank of the accused, must be given in a Lodge open on the Master Mason Degree. At that time, the accused, accuser and all counsel, if any, must retire from the Lodge room. The Worshipful Master will put the question of guilty or not guilty to the Lodge; and not less than two-thirds ($2/3$) of the votes is required to find the accused guilty.

If the verdict is guilty, the Worshipful Master then puts the question as to the extent of the penalty, beginning with the recommendation for expulsion (only Grand Lodge has the power to expel), proceeding to suspension and admonishment, each in its turn. A two-

thirds (2/3) majority is required.

The accused and accuser are advised of the outcome and the right to appeal the decision to Grand Lodge. Grand Lodge is notified accordingly.

12.1 Appeals

Grand Lodge, when congregated, possesses supreme superintending authority on every case which concerns the interest of the Craft.

Any Brother may appeal to Grand Lodge any decision affecting him.

Such appeal, specifying the complaint, must be made in writing within one month of receipt of the decision.

The appeal shall be sent to the Grand Secretary with a copy to the person against whom the appeal is made.

Appeals shall be made in a proper and respectful manner.

13 RITUAL - Other than degrees

13.1 Reception of Grand or Deputy Grand Master on Official Visit to Lodge

It cannot be stressed too strongly the importance of communication between the Grand Master, the Master and the Grand Director of Ceremonies, to determine the Grand Master's program and proceed accordingly. The following outline is suggested but may be altered at the direction of the Grand Master.

After Lodge is opened on Master Mason Degree, (or another degree agreed upon with the Grand Master prior to the meeting):

- a) The Worshipful Master instructs the Senior Deacon to retire and inform the Grand Director of Ceremonies that the Lodge is ready to receive the Grand Master (or Deputy Grand Master).
- b) The Senior Deacon (with rod) goes to the Altar, salutes and retires.
- c) The Senior Deacon re-enters the room, salutes at the altar, reports to the Worshipful Master that the Grand Director of Ceremonies has been informed, and returns to his station.
- d) The Grand Director of Ceremonies enters the Lodge room, approaches the Altar, salutes, and announces –

Worshipful Master – There is without, Most Worshipful Brother _____, The Most Worshipful the Grand Master of the Grand Lodge of the Antient and Honourable Fraternity of Free and Accepted Masons of New Brunswick, who, accompanied by officers and members of Grand Lodge is in waiting to pay an official

visit to _____Lodge.

- e) The Worshipful Master then instructs two Past Masters to retire with the Grand Director of Ceremonies and escort The Most Worshipful, The Grand Master into the Lodge. (It will be the duty of one of these Past Masters to introduce the Grand Master to the Worshipful Master and the Lodge, and this should be pre-arranged between them and the Worshipful Master previous to the meeting.)

W.M. – The Deacons and Stewards will repair to the door and cross rods

Deacons next to the door; Stewards outermost. Senior officers on the right of Grand Lodge as it enters the door. [An easy way to remember positions: Seniors are ALWAYS nearest the Grand Master and on his right BOTH entering and leaving]

Rods are held in the ready position while waiting. Rods are raised and crossed, Deacon to Deacon, Steward to Steward, forming an arch over the entryway just before the first of the Grand Lodge entourage steps through the door.

The Worshipful Master calls up the Lodge and removes his hat when the Grand Master makes his entrance.

- f) Accompanying Grand Lodge members and officers, in ascending order of rank, enter the room first, with the Grand Master, flanked by the escorts, last
- g) Grand Lodge assembles around the Altar and salutes
- h) The Grand Master is introduced by one of the Past Masters

- i) Worshipful Master goes to the South of the Altar, inside the ranks of Grand Lodge and taking the Grand Master by the right hand, welcomes him to Lodge.
- j) Still holding the right hand of the Grand Master, escorts him to the East.
- k) Steps to the position of the Chaplain and conducts Grand Honours saying **“Taking your timing from the East”**

GRAND HONORS:

Right hand strikes left hand 3 times (slowly) Left hand strikes right hand 3 times (slowly) Right hand strikes left hand 3 times (slowly).

Left hand strikes right hand 9 times (rapidly) Right hand strikes left hand 9 times (rapidly) Left hand strikes right hand 9 times (rapidly).

Right hand strikes left hand once while simultaneously stamping right foot Note: - The battery of three times three is done slowly.

The battery of three times nine is done rapidly so as to take the same length of time as the battery of three times three.

After Grand Honours and while Grand Lodge is still assembled around the Altar, the Grand Master will introduce and thank the two Past Masters, and introduce his officers and invite them to take seats in or near the East.

The gavel is then returned to the Worshipful Master who is directed to carry on with the work

If the Lodge is not seated at this time, the Worshipful Master does so. Before the work of the meeting

continues, the Worshipful Master should at this time present his report to the Grand Master.

After all business is transacted and previous to returning the gavel to the Grand Master, the Worshipful Master should ask if there is anything on the Secretary's desk in the South, West or among the brethren. This will give any Brother who wishes, an opportunity to be heard by the Grand Master.

At the appropriate time, the Master invites the Grand Master to preside, presents him the gavel, and removes his hat.

The Grand Master may invite any or all to speak, or may elect only to present his own address.

Alternate:

Before the meeting, the Worshipful Master should check with the Grand Master to ascertain if he wishes to fill the offices upon entering Lodge. If he does, the following will be adhered to:

W.M. – The Officers of _____ Lodge will vacate their stations.

Hands the gavel to the Grand Master and invites him to preside.

- i) Grand Master introduces his officers and directs them to assume the vacated stations.
- ii) Seats the Lodge.
- iii) Worshipful Master makes his address to the Grand Master.
- iv) The Grand Master responds, and if other work is to be done

- b) Directs his officers to vacate the stations and take seats in or near the East.
- c) Returns the gavel to the Worshipful Master, directs him to carry on with the work of the evening, removes his hat and takes a seat to the immediate right of the Immediate Past Master
- d) W.M. – (Hat on) The Officers of _____ Lodge will resume their stations.
- e) Seats the Lodge and continues with the work of the evening.

13.2 Retirement from the Lodge room

- a) The Grand Master directs the Grand Director of Ceremonies to assemble Grand Lodge about the Altar for the purpose of retiring. Those Grand Lodge Officers who entered with the Grand Master will reform in lines on either side of the room.
- b) The Grand Master Calls up the Lodge
- c) Deacons and Stewards automatically repair to the door in reverse order from position when the Grand Master made his entrance i.e. by highest rank now farthest from the door, on the right.
- d) Grand Master shakes hands with the Master and returns the gavel; proceeds West of the Altar inside the ranks of Grand Lodge officers
- e) All salute and retire under the crossed rods.
- f) Worshipful Master puts on his hat as soon as the Grand Master leaves the room, seats the Lodge and continues the work or closes Lodge

as the case may be.

13.3 District Deputy Grand Master's Official Visit

DDGM assembles in the anteroom with his entourage.

Preferably the Masters of Lodges in his district, but may contain any Grand Lodge officer or member.

After Lodge is open,

- a) the Acting Grand Director of Ceremonies enters the Lodge room, approaches the Altar, salutes and informs the Worshipful Master: "There is without, Right Worshipful Brother _____, District Deputy Grand Master for District No._____, accompanied by officers and members of Grand Lodge, who is in waiting to pay an official visit to _____Lodge.
- b) The Worshipful Master directs that the DDGM be admitted.
- c) The Acting Grand Director of Ceremonies salutes and retires unaccompanied.
- d) The District Deputy and his entourage enter the Lodge room led by the Acting Grand Director Ceremonies, the DDGM and others in order of rank and seniority. Note: No arch at the door. Worshipful Master calls up Lodge with DDGM comes through the door
- e) He does not wear a hat -- Will wear a hat when he assumes the East, if for some reason he intends to preside.
- f) Party gathers West of the Altar, District Deputy and Director of Ceremonies only in the first rank, all others in rows behind, and salutes.
- g) Acting Grand Director of Ceremonies

introduces the DDGM to the Worshipful Master and the Lodge.

- h) Worshipful Master, with his hat on, goes to the Altar, welcomes the DDGM and escorts him to the East. **No Grand Honours**
- i) Hands him the gavel that he may introduce his accompanying officers and invite them to take seats in or near the East.
- j) Once done, the gavel is returned to the Master unless for some reason the DDGM intends to preside.
- k) The Worshipful Master carries on with the work of the evening.
- l) After all business is transacted and previous to returning the gavel to the District Deputy, the Worshipful Master should ask if there is anything on the Secretary's desk, in the South, West or among the brethren. The District Deputy, once the meeting is returned to him, will call on whomever he wishes to speak before he gives his address. He should be the last to speak and when he is through, the Worshipful Master should then go directly into the closing.

There is no official retiring of the District Deputy's entourage.

14 Visiting (How to) What's Expected of Visitors and identification

It is the privilege of every Mason in good standing to visit any Lodge, providing –

- a) His Lodge is listed as a regular Lodge in the “*Book of Lodges*” which is kept by the Secretary
- b) He is not objected to by a sitting member in open Lodge
- c) He is vouched for, or examined, if unknown to any attending Mason.

A visiting Brother is expected to rise and speak, usually at the point the Worshipful Master asks “Is there anything among the brethren” – just before closing the Lodge. However, the Worshipful Master can choose any other time that suits his agenda. The visitor is expected to address the brethren and say where he comes from, which Lodge, and so on. Comments are usually brief: there is no need for an elaborate salutation. Simple sentences work best in these circumstances.

- a) Stand up and wait to be recognized by the Worshipful Master
- b) Address the Lodge on the sign of fidelity (held for 3 seconds) – “Worshipful Master, Distinguished East, Brethren” – this salutation can be more detailed if you know the particulars but it is not necessary.
- c) Name and where you come from – “My name is _____, I bring greetings from (name your Lodge) in (name the location and masonic jurisdiction)

- d) Comments – briefly, thank the Lodge for their hospitality.

Visitors usually are not expected to be making application for membership. There is a proper procedure for that and the Lodge Secretary will help you.

14.1 No Brother shall be admitted to membership

- a) Without regular proposition in open Lodge; nor
 - i) Until he produces his Grand Lodge Certificate
 - ii) Until his name, occupation, residence name and Lodge number shall have been sent to all members by regular notice
- b) And at which meeting
 - i) He produces satisfactory evidence of his Masonic standing
 - ii) He is balloted on and approved.

14.2 Examination (Board of Trial)

The purpose of examining a visiting Brother is not to determine the extent of his Masonic knowledge nor to demonstrate that of the examiner, but rather to determine that the visitor is entitled to sit in open Lodge. Remember that different jurisdictions may have slight variations in ritual and signs. The objective of the committee is to find a common ground if any exists.

Some suggestions for accomplishing that task are as follows:

- a) Examination Committee appointed by the Master.
 - i) All retire to a room removed from the

inquisitiveness of others.

ii) Examine dues card or demit. (It should be noted here that the visitor has every right to ascertain if he is being examined by regular Masons of a regular Lodge by asking to see the Lodge warrant and dues cards of the examiners)

iii) All present take the **Tyler's Oath** (see Ritual Book) by placing right hands on open Bible and all repeating in unison.

b) **Optional** - have the visitor place the lights in the proper position and demonstrate the DG & S, G & W of each Degree.

i) Communicate the Master's Word

In all cases, The Worshipful Master has the final say as to admittance.

15 Proving the Lodge

15.1 Senior Warden cannot vouch for all present

- a) Worshipful Master asks all visitors to stand and introduce themselves.
- b) Each in turn may be vouched for by a brother who has sat in Lodge with him
- c) Those who cannot be vouched for must retire and be examined.

15.1.1 Alternatively

W.M. - Brother Senior Warden, I will thank you to send the Word from the West to the East. The Deacons will repair to the West.

- a) Deacons repair to the West
- b) Each in turn exchanges the Word with the Senior Warden on the Pass-grip of a Master Mason (or Fellowcraft)
- c) The only method of proving a Lodge of Entered Apprentices would be with the Grip and Word and the ritual that that entails. As this would be apt to create more confusion than it solves, the simplest solution in this instance would be the Board of Trial.
- d) Deacons proceed to the East, Senior by the North, Junior by the South
- e) When challenged by the Deacon, each person rises and exchanges the Word on the appropriate Pass-grip.
- f) If one cannot give the Word, the Deacon says, "Worshipful Master, the Word is lost." The Master asks if anyone can vouch for this

person and if so the vouching Brother, on order of the Worshipful Master, will restore the word to the Brother for whom he is vouching. He in turn communicates it to the Deacon. If not, must retire and be examined.

- g) Deacons continue in like fashion until they reach the East where they each exchange the Word with the Worshipful Master.
- h) W.M. – (If all are vouched for or exchanged the Word correctly) Brother Senior Warden, the Word has come up aright. All present are entitled to be present.
- i) Worshipful Master continues with the normal opening.

16 Funeral Service

- a) No Mason can be interred with formalities of the Craft, unless
 - i) Requested by him, or
 - ii) Requested by his family
- b) The Worshipful Master, or his designate, shall authorize and conduct the ceremonies.
- c) Attendance is open to all brethren; however, the presiding Worshipful Master is accountable for the reverence of the ceremony and the integrity of the fraternity.
- d) The presiding Master is in charge of the following:
 - i) Arrangements with the family and funeral director.
 - ii) Use of appropriate music.
 - iii) The advisability of holding a service for an Entered Apprentice, Fellowcraft, a demitted Brother or one suspended for non-payment of dues, all of which are permitted by Grand Lodge.
 - iv) Public Grand Honours, if given.
- e) Dispensation is required for a committal or grave-side Masonic Service and must be read at the next regular communication of the Lodge. While this service is still permissible, it is recommended that the Memorial Service, apart from the cemetery, be suggested in its place; dispensation for which is not required.
- f) Procedure

g) Memorial Service booklet – To be updated

16.1 Recommended procedure - Brethren gather in waiting room until appointed hour

a) Worshipful Master gives instructions/demonstrates for Public Grand Honours.

b) Worshipful Master also gives instruction/demonstrates the sign of fidelity and when used (during prayers).

c) The Ritual book permits the use of the sign of fidelity during Masonic Funeral services.

d) Form two lines. (ref: Constitution article 11 - all present line up in order of rank with the exception of those conducting the service.)

i) Worshipful Master, Secretary and Chaplin or substitutes are in front to perform the service, followed by the Grand Master and Deputy Grand Master, and if present, may at any time take charge. (ref: Article 172 of the Constitution).

ii) Remaining brethren complete formation as per Constitution article 11.

iii) Two lines march into the chapel to the best position to allow the family to hear and observe the service and turn inward. Worshipful Master, Secretary and Chaplin advance to the head of the room and turn in near the coffin, or Urn.

iv) At the close of the service, the brethren deposit the sprig of Acacia and retire, two by two.

v) After all Brethren have left the room, those who wish may return to speak with the family.

16.1.1 Alternatively – Many Lodges have chosen to form two lines, one immediately behind the other:

a) Officers in order of rank

b) Brethren

c) Worshipful Master and Chaplain, and any other taking part in the actual service

i) All brethren form in ranks on the side of the Chapel, opposite the family, so as to allow them to hear and observe the service.

ii) The Worshipful Master and Chaplain stand opposite, and facing, the ranks of Masons.

iii) At the close of the service, the brethren deposit the sprig of Acacia and retire in single file

iv) After all have left the room, those who wish may return to speak with the family.

16.2 Dealing with Cremation and Ashes

As more and more Masons choose to have their remains cremated, and as the present ritual does not take this option into account, the Presiding Officer at the Memorial Service is left without a guide for procedure. The following are some thoughts:

16.2.1 If the ashes are present

- a) Usually, the urn is placed on a small table along with a picture of the deceased.
- b) Public Grand Honors could be amended to: "His body we commit to the elements."
- c) The apron could be laid in front of the urn and left to drape slightly over the edge of the table.
- d) While depositing the apron, the Master could say, "This emblem I now deposit 'in memory' of our departed Brother"

16.2.2 If the ashes are not present

The Worshipful Master may choose to follow the same suggestions as above with one exception: The apron is simply draped over a small table at the front of the room.

16.3 Non-Christian Memorial Services

The present Memorial Service Ritual is written primarily for a Christian Mason and may contain phrases which will offend non-Christians. Should occasion arise which will require a service for a non-Christian Brother, it is recommended that the Worshipful Master contact the Grand Lodge Ritual Committee for guidance. An alternative could be to meet with the deceased Brother's religious leader and with him make such changes as are necessary to comply with that faith.

16.4 Grave-side Service

The Grave-side Service is similar in all aspects to the Memorial Service outlined above, however, a dispensation, which is to be read at the Lodge's next regular communication, is required from the Grand Master.

As more and more Masons choose to have their remains

cremated, and as the present ritual does not take this option into account, the Presiding Officer at the Memorial Service is left without a guide for procedure.

17 MASONIC ETIQUETTE

17.1 Lodge room

- a) Avoid private conversations in open Lodge
- b) Direct all remarks to the Worshipful Master
- c) Stand and give the Sign of Fidelity before speaking (held for 3 seconds)

17.1.1 Aprons

- a) Aprons must be worn in open Lodge. Properly worn outside suit coat but under the trailing parts of morning coats and tuxedo tails.
- b) Tyler to see that all who enter are properly clothed (wearing the appropriate apron for their rank)

17.2 Subjects avoided in Lodge or at the banquet table

- a) Politics
- b) Religion
- c) Results of a ballot
- d) Worthiness of Candidates
- e) Private piques or quarrels

17.2.1 Area Between Altar and the Worshipful Master – Keep Clear

Unless on degree work or directed to pass that way by the Worshipful Master, proper etiquette is to observe this “rule” while the Lodge is at work. A good habit.

Reason: The Great Lights are in the Master’s charge and he is entitled to keep them in view at all times. Moreover, the Bible from its position in the centre of the Lodge, pours forth upon the East, West and South, its shining rays of Divine Truth. The Square is a symbol of

morality, one of the working tools of the Fellowcraft, and official emblem of the Worshipful Master. The Compasses are an important implement, symbolic of that even tenor of deportment, that true standard of rectitude, which alone can bestow happiness here and felicity hereafter. Hence are the Compasses the most prominent emblem of virtue, the true and only measure of a Mason's life and conduct.

As the Bible gives light on our duties to God, the Square illustrates our duties to our neighbour and Brother , and the Compasses give that abundant light in the duty we owe ourselves, that great imperative duty of circumscribing our desires and keeping our passions with due bounds – **it is incumbent upon the Worshipful Master to keep them in his view at all times.**

17.3 Entering open Lodge

- a) Ask the Tyler what degree Lodge is open on.
- b) Seek permission to enter
- c) Tyler informs the Inner Guard who in turn informs the Master and his answer returns. On entry to Lodge room:
 - i) Approach the Altar from the West
 - ii) Verify the degree on which the Lodge is open by visually checking the position of the Compasses
 - iii) Give the DG and S
 - iv) Wait until acknowledged by the Worshipful Master, take a seat being mindful of square corners when moving about the Lodge room

17.4 Leaving open Lodge

- a) At first convenient opportunity, rise and await recognition by the Worshipful Master
- b) Give the Sign of Fidelity before requesting permission to retire (leave the Lodge room).
- c) When permission has been granted, approach the Altar from the West
- d) Give proper DG and S
- e) Turn to the right, proceed on square to door and wait for the Inner Guard to open it.
- f) Do not remove your apron until outside the Lodge room.

17.5 Recognition of Visitors and Members

- a) Only the Grand Master is entitled to be in the East when the Worshipful Master opens Lodge. All others, including the DDGM when not on an Official Visit, must wait to be invited.
- b) It is the privilege of the Worshipful Master to invite whomever he wishes to seats in the East; however, etiquette requires that he invite in the proper order.

17.5.1 Official order of recognition

- a) Grand Lodge officers by rank – if a Most Worshipful Brother, the Director of Ceremonies escorts him.
 - i) Although the DDGM is the representative of the Grand Master and has a seat adjacent to the IPM position he should be recognized and invited in proper order.
- b) Presiding Masters of other Lodges

- c) Past Masters of other Lodges
- d) Past Masters of own Lodge
- e) Members – use any pretext to recognize a brother
 - i) Years of service
 - ii) Service to the Lodge
 - iii) Anniversary dates
 - iv) Attendance record
 - v) Any reason limited only by one's imagination.

Members may be escorted to East (or West of Alter, whichever is appropriate) by the Director of Ceremonies where awards or statements may be presented by the Worshipful Master or his designate.

17.5.2 Order of Speaking at close of meeting

Whom the Master chooses brethren present in Lodge to speak, it is his prerogative but they should be asked in reverse of the order of recognition. i.e.

- a) Members & Visitors
- b) Past Masters of Lodge
- c) Visiting Past Masters
- d) Visiting Worshipful Masters
- e) Grand Lodge Officers in reverse order of rank and seniority
- f) District Deputy Grand Master

The DDGM, in his home District, is the appointed representative of the Grand Master and should be the last called to speak and bring greeting from the Grand Master. However, if the Grand Master is present, the

DDGM will be called to speak in order.

g) Grand Master

17.5.3 Banquet Room

a) Seating

i) At the head table, by invitation of the Worshipful Master

ii) Generally, by rank and authority, as in the East.

b) Toasts

Toasts have been a part of Masonry since early times, In fact, at one time they were considered of such importance that booklets were printed for the benefit of those deficient in inventive nature. Lists of obligatory toasts were devised and at one time, amounted to seven. Even in modern times, to neglect such toasts, even though they are not exactly obligatory, is considered a breach of decorum.

Usual Order of Toasts:

a) To the King – no glass clinking!

b) Country

c) To visiting brethren

d) To Grand Lodge

e) To the Craft

f) To the Departed Brethren

g) Widows and wives

The proposer of the toast should precede the toast with a few remarks befitting the occasion. NOTE: Whenever American visitors are present, the proper toast is NOT to the President, but rather to The Office of the President

of the United States of America.

18 Miscellaneous

- a) The Worshipful Master directs, he does not ask. “Brother Inner Guard. Have the Tyler tile the door open” NOT “Brother Inner Guard. Would you ask the Tyler to tile the door open”
- b) In a Subordinate Lodge, all officers, with the exception of the Worshipful Master, are referred to as Brother, regardless of their personal rank and title. For example, you will refer to the Secretary as “Brother Secretary” even if he is a Right Worshipful or Very Worshipful. If you refer to him by name, then he is Right Worshipful Brother (Last Name)
- c) There are no Worshipful Sirs in Lodge, only Worshipful brethren.
- d) First names are not used in conjunction with Brother (i.e. – Brother Mike or Brother Charlie) but rather last names or first names and last names (i.e. – Brother Jacobs or Brother John Jacobs)
- e) There are times when two or more officers are in motion at the same time in the Lodge, such as the Deacons during the ballot or the Stewards as they drop out of procession during Degree work. When returning to their seats, each should remain standing until all have reached their stations and then all should be seated at the same time.
- f) Whenever an officer, such as the Senior Deacon, Director of Ceremonies, or Stewards during degree work, is escorting someone in Lodge, he is to stay at the right hand of the

person being escorted. The officer will take him firmly by the right arm and lead him where he is to go, not be led by him. When returning someone to his seat, the escort will wait until the person escorted has regained his seat or station before returning to his own station (i.e. – when the Director of Ceremonies escorts the Chaplain back to his station after a prayer, he will not move towards his own station until after the Chaplain has reached his seat.)

- g) The right hand is used at all times in Lodge:
 - i) To sound the gavel
 - ii) To rap on the door and to answer all raps
 - iii) To open and close all doors or peepholes
 - iv) To light and extinguish (or turn on and turn off) the lesser lights
 - v) To carry rods and batons
 - vi) To use such implements as the 24-in gauge, the square, and the setting maul in the 3rd Degree.
- h) Officers, when seated during the meeting, are to keep both feet flat on the floor. Legs are not to be crossed, either at the knee or at the ankle.
- i) Officers should not chew gum during the meeting.
- j) Private discussion during the meeting is not usually private but can be heard by all in the room. Whispering is at the very least distracting and is insulting to those speakers recognized by the Master, as it suggests that

their conversations are not worthy of being heard.

- k) Masonry is pronounced Mason-ree NOT Mason-air-y
- l) Alcohol is not permitted during a Lodge meeting. No inebriated person shall be permitted to enter a Lodge meeting.
- m) Open rituals, except for that of the official prompter, are not allowed in open Lodge.
- n) Masonic Jewels (Past Master, etc.) may be worn at any time the wearing of an Apron is authorized.
- o) It should be a priority of the Worshipful Master to visit other Lodges as often as is possible, and to encourage his officers and members to follow suit.
- p) Officers should be encouraged to wear dark business suits. Many Lodges have opted to have the officers wear tuxedos, some have chosen tails.
- q) Speak UP! All officers, particularly the Worshipful Master, should speak up when addressing the Lodge. Members who have hearing impairments can't be expected to attend Lodge if they don't hear what is happening.

19 Parliamentary RULES OF ORDER

It is understood that Parliamentary Rules of Order notwithstanding, the Worshipful Master rules and governs his Lodge, and nothing in the following takes away from his duty to preserve peace and harmony.

19.1 Objective

To gain an understanding of the rules for conducting a meeting in accordance with accepted procedures.

19.2 Purpose

The purpose of using parliamentary procedure is to make efficient use of time, facilitate proceedings, and keep the discussion relevant.

The Worshipful Master is the presiding officer. Among other things, it is his function to direct the discussion, rule on procedures and generally maintain harmony. By having the basic knowledge of the rules of order, the job becomes much easier. For the most part, Lodge business is relatively straightforward and there is little need to delve into the more detailed study of parliamentary procedure. Therefore, this portion will be limited to motions, amendments, debate and voting.

The majority of members have little, if any, formal knowledge of the proper rules. For this reason, the Worshipful Master must be patient, tolerant, and understanding as he guides the meeting through the bewildering maze of rules with a sure hand and forbearance. Although the Worshipful Master has powers not accorded other presiding officers, he must use that power wisely; not only for the harmony of the Lodge, but also that he be not subject to reprimand from the Grand Master. Knowledge is the beginning of wisdom.

19.3 Principles

With a little common sense and adherence to the following principles, the Worshipful Master should have little difficulty in conducting a successful meeting. Most meetings will be uncomplicated and straightforward. Business will flow naturally and should take a very short time to complete when well controlled. Motions, so long as they are fairly simple, can be handled easily; it is when someone throws in an amendment, or moves to table or postpone that a feeling of panic sets in. But so long as the Master is reasonably familiar with Motions, and their precedence, and takes it one step at a time, he will work through these minor additions. Remember the Master in Lodge, unlike the presiding officer in other organizations, can move a motion, second it and put it to a vote; he can vote himself, refuse to put a motion to a vote, limit debate or stop/refuse it altogether if in his judgment harmony amongst the brethren demands it.

Protect the rights of the minority
Observe the will of the majority
Ensure justice and courtesy for all.

Concentrate on one issue at a time.

Everyone has the right to speak and be heard, although sometimes the lone voice gets lost in the crowd. Not to the alert Master! He will ensure, through the rules of order, that the minority voice will be given the opportunity to be heard even though he himself may disagree with the point of view. There may be times when the Worshipful Master may not agree with the decision of the Lodge. No matter. He, as well as those who share his view, must abide by the will of the majority. That is democracy. It operates on the principle that the good of the majority takes precedence over the will of the minority.

At the same time, the will of the majority must not violate individual rights: the right to an opinion; the right to speak; the right to be heard; and the right to vote. Disagreement with another's viewpoint does not warrant disrespect. **The Worshipful Master who ensures courtesy and justice and fairness for all will be rewarded with the respect due his station.**

Concentrating on one issue at a time is helped immensely by having a prepared agenda. The business flows smoothly in a logical sequence. An agenda identifies the item of business which is dealt with one step at a time; motion, debate, vote. There is no confusion as to the outcome.

Be clear in which order motions are considered – 'A' must follow 'B'. For example, there is no point in determining who will chair a committee, ('B' in this case), if there has not already been agreement that such a committee ('A') shall be formed. Motions should have one and only one action to be considered.

19.4 Procedures

19.4.1.1 Motions

The heart of the rules of order is the motion. Without a motion on the floor there can be no debate, only a discussion. A motion is simply a proposal of some action put before an assembly of people for a decision.

All motions must be seconded. If there is no seconder, the motion dies without any further discussion. If the motion is seconded and accepted by the Chair, (the Worshipful Master has the right and may choose to reject any motion which conflicts with procedures, Masonic law or customs) it may be dealt with in a number of ways. It may be amended, tabled, postponed,

or withdrawn. Whatever the manner, it must be disposed of: it cannot be left hanging.

The foregoing relates to motions called Main Motions. There are other motions, some dealing with the Main Motion, others dealing with the meeting itself. They are called Procedural Motions. Under the rules, it is quite permissible to have more than one motion on the floor at the same time.

Different types of motions are ranked according to the importance, or precedence. Adjournment has first priority; the Main Motion last.

A motion to Rescind or Reconsider is used to undo a decision made by the assembly. It is treated as a Main Motion, with a variation: the mover of a motion to rescind must have voted with the prevailing side, and it must be done at a later sitting.

19.4.1.2 Prerogatives of the Master

- a) The Worshipful Master can put a motion to the question before it is seconded
- b) The Worshipful Master may vote twice on a motion if necessary; the first time on the regular vote and the second time to break a tie.
- c) The Worshipful Master may rule any motion out of order, but should be cautious in doing so. He should rule out of order any motion or amendment he thinks may be confusing or frivolous; any motion that would reduce his power or which violate the Constitution or bylaws, etc.

19.4.1.3 Ranking of Motions

| 1 | Motion | Vote | Remarks |
|---|--------|------|---------|
|---|--------|------|---------|

| | | | |
|----|-------------------|-----------------|--|
| 2 | To adjourn | N/A | Worshipful Master opens and closes Lodge in due time |
| 3 | To recess | N/A | Worshipful Master opens and closes Lodge in due time |
| 4 | Privilege | None | Worshipful Master rules on this |
| 5 | Point of Order | None | Worshipful Master rules on this |
| 6 | Table | Majority | Secunder required, no debate |
| 7 | Previous Question | Majority | Secunder required, no debate |
| 8 | Postpone | Majority | Secunder required; debate limited to "time" |
| 9 | Refer | Majority | Secunder required; no debate (with instructions) |
| 10 | Amend | Majority | Secunder required; open to debate |
| 11 | Main Motion | Majority or 2/3 | Secunder required; open to debate depending on subject |

19.4.2 Amendments

Any Main Motion may be amended providing it does not change the intent of the motion. It must be relevant and can only affect the Main Motion in one of three ways.

- a) Delete certain words
- b) Add certain words
- c) Substitute words or phrases

Following the same principle, an amendment may be made to an amendment; but no more than two amendments may be on the floor at the same time. Of course, once an amendment is voted on, another may be made *ad infinitum*, so long as the rules are observed.

19.5 Debate

Ordinarily the mover of the motion has first opportunity to speak in debate, others follow, one at a time, as recognized by the Master. None may speak a second time until all who wish to do so have spoken once. When the mover of the motion speaks the second time, other than to clarify a point, debate automatically ceases, and the motion must be put to vote.

All remarks are directed to the Master, relevant and in good taste. If any speaker be ruled out of order, he must immediately cease speaking and resume his seat. If a caution is ignored and the speaker continues in an uncomplimentary manner, he may be removed from the meeting. In severe situations, the Worshipful Master may be forced to recess. This situation should never occur in a Masonic Lodge.

19.6 Voting

The phrase, "Are you ready for the question?" is frequently used in Lodge meetings. It simply means "Are you ready to vote on this motion?" Occasionally some member will call out: "Question" – meaning, "Call the vote". If a proper motion is not made to close debate, or debate is not automatically closed by the mover speaking the second time, the Master decides when the vote will be called. Generally, it is called when there are no further speakers.

Most of the voting is done in the usual Masonic manner: right hand upraised. However, there may be occasions when some members request a standing vote or written ballot. Where possible these requests should be accommodated.

Anyone may abstain from voting without giving a reason.

But if any member does so and the Master calls for a re-vote because the count was too close to be sure, the abstainer may not vote the second time. He gave up that right voluntarily the first time; the second vote is strictly one of clarification.

Most motions are decided by a simple majority; that is 50% + 1. Motions to rescind or reconsider, or amendments to bylaws and constitutions require a 2/3 majority.

The foregoing is only a brief outline of the accepted rules of order. For the most part, common sense will guide the Master through most meetings. Where there appears to be a conflict between the formal rules and the rules adopted by the Lodge, the latter should prevail in order that "none should go away dissatisfied, harmony being the strength and support of all institutions, particularly this of ours."

20 GENERAL

20.1 Expressions and Terms

20.1.1 Doors of the Lodge

Every Lodge room should, where possible, have two doors; one leading to the preparation room, and the other leading to the Tyler's room. The former is called the Inner Door while the latter is called the Outer Door.

Each door has two knockers, one on either side. By order of the Worshipful Master, the Senior Deacon responds to "demands" at the Inner Door. The Inner Guard similarly responds to "alarms" at the Outer Door.

When the Worshipful Master wants the Tyler to be involved in the meeting, he will instruct the Inner Guard to "have the door open to the Tyler." After this accomplished, the Tyler is to take up position where he can see and hear the proceedings but shall remain outside the Lodge room proper. Open doors are not tiled.

20.1.2 "Forms" of Opening and Closing

In Freemasonry, an official act is said to be done according to the rank of the person who does it. It can be in "Ample Form", "Due Form" or simply in "Form"

The Grand Master opens Grand Lodge in Ample Form; Due Form by the Deputy Grand Master; and Form by any other qualified officer

The legality of the act is the same, regardless of which "Form" is used. The term refers only to the dignity of the officer by whom the act is performed.

Subordinate Lodges are always opened and closed in "Due Form" irrespective of the Degree. It is the prerogative of the Grand Master to open and close any

Lodge in “Ample Form”

Lodges which are changed to a higher or lower degree, to effect degree work or accommodate a Brother of a lesser Degree for example, are said to be open in “Form”

21 Program Ideas for Increasing Attendance

21.1 Feature Speaker

Every Lodge has members who travel in foreign countries during the course of their work or while on vacation. Many of these brethren have visited Lodges so situated. Have them speak on the experience. Others have had experience in various situations; some humorous, some dramatic. All may prove interesting to hear.

Also available are those who have specialized in the study of Masonry. Invite them to be a guest speaker at Lodge or at a banquet.

21.2 Debate

Appoint two teams of two debaters each, and stage a contest to run about 30 minutes. "A" is given five minutes for the affirmative, "B" – five minutes for the negative, followed by "C" and then "D" with five minutes for rebuttal. Each then has one minute for summation, in reverse order. The winners are decided by vote of the Lodge.

The subject may be serious or amusing. It should be explained that these subjects are purely for the information and entertainment of the brethren, with no thought of changing present laws or customs. If the debaters are able speakers, such simple entertainment can be very interesting and effective.

Examples:

- a) Resolved: Lodge business should not interfere with golf
- b) Resolved: The Worshipful Master should pay the Lodge a yearly fee for the privilege of being

Master

- c) Resolved: Grand Lodge should have less power than private Lodges.

There are as many ideas for programming as there is members. Past Master's night, ladies' night, clubs (glee, drama, degree teams) contests, exchange visits, surprise meetings where something unusual is planned, and on and on. Construct a "question box" for the members to submit ideas and questions. Use these to implement short talks, "Ask me another, Brother" and to generate interest.

Open discussion on specific topic with the floor open –
Lodge at ease